United Nations ST/SGB/2003/1

Secretariat

1 January 2003

Secretary-General's bulletin

Amendments to the 100 Series of the Staff Rules (ST/SGB/2002/1)

The Secretary-General, pursuant to staff regulations 12.2, 12.3 and 12.4 and staff rule 112.2 (a), hereby promulgates the text of the amendments to the 100 Series of the Staff Rules promulgated in Secretary-General's bulletin ST/SGB/2002/1. The text of the amendments is attached to the present bulletin.

Section 1
Purpose

1.1 The text of the Staff Rules listed below is amended for the reasons set out below in relation to each rule:

(a) Rule 101.2, Basic rights and obligations of staff, is amended by adding a new paragraph (j) to clarify that undue influence in the administration of justice process will not be tolerated and will be treated as misconduct. The subsequent paragraphs of the rule are renumbered accordingly.

(b) Rule 104.3, Re-employment, is amended to clarify that its provisions, based on an agreement reached by the Consultative Committee on Administrative Questions in 1963, apply to all subsequent cases of re-employment within the United Nations common system when re-employment takes place within twelve months of separation.

(c) Rule 104.14, Central review bodies, is revised to set out the rules governing the establishment, membership and functions of the central review bodies set up to advise the Secretary-General on appointment and promotion of staff under the 100 series of the Staff Rules.

(d) Rule 107.15, Travel subsistence allowance, is amended to formalize a long-standing practice under which no subsistence allowance is paid to staff members who travel on appointment, assignment or repatriation, except for authorized stopovers that are actually made.

(e) Rule 110.4, Due process, Rule 110.7, Joint Disciplinary Committee procedure, and Rule 111.2, Appeals, are amended to remove previously existing restrictions on a staff member's choice of counsel in disciplinary proceedings and appeals.

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(f) Rule 111.1, Establishment [of Joint Appeals Boards], is amended to provide that chairpersons of the Joint Appeals Board shall be selected jointly by staff and management.

1.2 Attached for insertion into the printed copy of ST/SGB/2002/1 are new pages containing the amendments to Staff Rules and the changes in the Staff Regulations and their annexes, and in the appendices to the Staff Rules, resulting from General Assembly resolution 57/285 of 20 December 2002.

Section 2
Final provisions

2.1 Unless otherwise indicated, the amendments introduced in the present bulletin shall enter into force on 1 January 2003.

2.2 The following bulletins are hereby abolished:

ST/SGB/2002/4, entitled "Revision of staff rule 104.14"

ST/SGB/2002/10, entitled "Amendments to staff rules 107.15, 207.17 and 307.4".

(*Signed*) Kofi A. **Annan**
Secretary-General

CHARTER OF THE UNITED NATIONS

Provisions relating to service of the staff

Article 8

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

Article 97

The Secretariat shall comprise a Secretary-General and such staff as the Organization may require. The Secretary-General shall be appointed by the General Assembly upon the recommendation of the Security Council. He shall be the chief administrative officer of the Organization.

Article 100

1. In the performance of their duties the Secretary-General and the staff shall not seek or receive instructions from any Government or from any other authority external to the Organization. They shall refrain from any action which might reflect on their position as international officials responsible only to the Organization.

2. Each Member of the United Nations undertakes to respect the exclusively international character of the responsibilities of the Secretary-General and the staff and not to seek to influence them in the discharge of their responsibilities.

Article 101

1. The staff shall be appointed by the Secretary-General under regulations established by the General Assembly.

2. Appropriate staff shall be permanently assigned to the Economic and Social Council, the Trusteeship Council, and, as required, to other organs of the United Nations. These staff shall form a part of the Secretariat.

3. The paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Article 105

1. The Organization shall enjoy in the territory of each of its Members such privileges and immunities as are necessary for the fulfilment of its purposes.

2. Representatives of the Members of the United Nations and officials of the Organization shall similarly enjoy such privileges and immunities as are necessary for the independent exercise of their functions in connection with the Organization.

3. The General Assembly may make recommendations with a view to determining the details of the application of paragraphs 1 and 2 of this Article or may propose conventions to the Members of the United Nations for this purpose.

* * *

The General Assembly established the Staff Regulations of the United Nations according to Article 101 of the Charter by resolution 590 (VI) of 2 February 1952 and amended them thereafter by resolutions 781 (VIII) and 782 (VIII) of 9 December 1953, resolution 882 (IX) of 14 December 1954, resolution 887 (IX) of 17 December 1954, resolution 974 (X) of 15 December 1955, resolution 1095 (XI) of 27 February 1957, resolutions 1225 (XII) and 1234 (XII) of 14 December 1957, resolution 1295 (XIII) of 5 December 1958, resolution 1658 (XVI) of 28 November 1961, resolution 1730 (XVI) of 20 December 1961, resolution 1929 (XVIII) of 11 December 1963, resolution 2050 (XX) of 13 December 1965, resolution 2121 (XX) of 21 December 1965, resolution 2369 (XXII) of 19 December 1967, resolutions 2481 (XXIII) and 2485 (XXIII) of 21 December 1968, resolution 2742 (XXV) of 17 December 1970, resolution 2888 (XXVI) of 21 December 1971, resolution 2990 (XXVII) of 15 December 1972, resolution 3008 (XXVII) of 18 December 1972, resolution 3194 (XXVIII) of 18 December 1973, resolutions 3353 (XXIX) and 3358 B (XXIX) of 18 December 1974, resolution 31/141 B of 17 December 1976, resolution 32/200 and decision 32/450 B of 21 December 1977, resolution 33/119 of 19 December 1978, decision 33/433 of 20 December 1978, resolution 35/214 of 17 December 1980, decision 36/459 of 18 December 1981, resolution 37/126 of 17 December 1982, resolution 37/235 C of 21 December 1982, resolution 39/69 of 13 December 1984, resolutions 39/236 and 39/245 of 18 December 1984, decision 40/467 of 18 December 1985, resolutions 41/207 and 41/209 of 11 December 1986, resolutions 42/221 and 42/225 of 21 December 1987, resolution 43/226 of 21 December 1988, resolution 44/185 of 19 December 1989, resolution 44/198 of 21 December 1989, resolutions 45/241 and 45/251 of 21 December 1990, resolution 45/259 of 3 May 1991, resolution 46/191 of 20 December 1991, resolution 47/216 of 12 March 1993, resolution 47/226 of 30 April 1993, resolutions 48/224 and 48/225 of 23 December 1993, resolutions 49/222 and 49/223 of 23 December 1994, resolution 49/241 of 6 April 1995, resolution 51/216 of 18 December 1996, resolution 52/252 of 8 September 1998, resolution 53/209 of 18 December 1998, resolution 53/221 of 7 April 1999, resolution 54/238 and decision 54/460 of 23 December 1999, resolution 55/223 of 23 December 2000, resolution 55/258 of 14 June 2001, resolution 56/244 of 24 December 2001 and resolution 57/285 of 20 December 2002.

Chapter I

DUTIES, OBLIGATIONS AND PRIVILEGES

Rule 101.1

Status of staff

The declaration made by a staff member on appointment shall be placed in his or her official status file. A new declaration shall be made after a break in service that exceeds three months.

Rule 101.2

Basic rights and obligations of staff

General

(a) Disciplinary procedures set out in article X of the Staff Regulations and chapter X of the Staff Rules may be instituted against a staff member who fails to comply with his or her obligations and the standards of conduct set out in the Charter of the United Nations, the Staff Regulations and Rules, the Financial Regulations and Rules, and all administrative issuances.

(b) Staff members shall follow the directions and instructions properly issued by the Secretary-General and their supervisors.

(c) Staff members must comply with local laws and honour their private legal obligations, including, but not limited to, the obligation to honour orders of competent courts.

Specific instances of prohibited conduct

(d) Any form of discrimination or harassment, including sexual or gender harassment, as well as physical or verbal abuse at the workplace or in connection with work, is prohibited.

(e) Staff members shall not disrupt or otherwise interfere with any meeting or other official activity of the Organization, nor shall staff members threaten, intimidate or otherwise engage in any conduct intended, directly or indirectly, to interfere with the ability of other staff members to discharge their official duties.

(f) Staff members shall not intentionally misrepresent their functions, official title or the nature of their duties to Member States or to any entities or persons external to the United Nations.

(g) Staff members shall not intentionally alter, destroy, misplace or render useless any official document, record or file entrusted to them by virtue of their functions, which document, record or file is intended to be kept as part of the records of the Organization.

(h) Staff members shall not seek to influence Member States, principal or subsidiary organs of the United Nations or expert groups in order to obtain a change from a position or decision taken by the Secretary-General, including decisions relating to the financing of Secretariat programmes or units, or in order to secure support for improving their personal situation or the personal situation of other staff members or for blocking or reversing unfavourable decisions regarding their status or their colleagues' status.

(i) Staff members shall neither offer nor promise any favour, gift, remuneration or any other personal benefit to another staff member or to any third party with a view to causing him or her to perform, fail to perform or delay the performance of any official act. Similarly, staff members shall neither seek nor accept any favour, gift, remuneration or any other personal benefit from another staff member or from any third party in exchange for performing, failing to perform or delaying the performance of any official act.

(j) Staff members shall not unduly interfere or seek to interfere in the proper establishment or the functioning of the joint bodies established under articles X and XI of the Staff Regulations to advise the Secretary-General on disciplinary matters or on appeals by staff members against an administrative decision. Similarly, staff members shall not unduly influence or attempt to influence any individual participating in the process in the exercise of his or her functions. Nor shall any staff member threaten, retaliate or attempt to retaliate against such individuals or against staff members exercising their right to appeal against administrative decisions.

Honours, gifts or remuneration

(k) Acceptance by staff members of any honour, decoration, favour, gift or remuneration from non-governmental sources requires the prior approval of the Secretary-General. Approval shall be granted only in exceptional cases and where such acceptance is not incompatible with the interests of the Organization and with the staff member's status as an international civil servant. However, staff members may occasionally accept, without prior approval, minor gifts of essentially nominal value having regard to the duty station concerned, provided that all such gifts are promptly disclosed to the head of the office, who may direct that the gift be entrusted to the Organization or returned to the donor.

(l) The Secretary-General may authorize staff members to accept from a non-governmental source or a university academic awards, distinctions and tokens of a commemorative or honorary character, such as scrolls, certificates, trophies or other items of essentially nominal monetary value.

(m) Staff members, as part of their official functions, will be expected from time to time to attend governmental or other functions such as meals and diplomatic receptions. Such attendance is not considered receipt of a favour, gift or remuneration within the meaning of the Staff Regulations and Rules.

(n) The Secretary-General may, in exceptional cases, provided that this is in the interest of the United Nations and not incompatible with the staff member's status, authorize a staff member to receive from a non-governmental source an honour, decoration, favour, gift or remuneration other than those referred to in staff rules 101.2 (k) to (m) above.

Conflict of interest

(o) A staff member who has occasion to deal in his or her official capacity with any matter involving a profit-making, business or other concern in which he or she holds a financial interest, directly or indirectly, shall disclose the measure of that interest to the Secretary-General and, except as otherwise authorized by the Secretary-General, either dispose of that financial interest or formally excuse himself or herself from participating with regard to any involvement in that matter which gives rise to the conflict of interest situation.

(p) The Secretary-General shall establish procedures for the filing and utilization of financial disclosure statements.

Outside activities

(q) Staff members shall not, except in the normal course of official duties or with the prior approval of the Secretary-General, engage in any of the following acts, if such act relates to the purpose, activities or interests of the United Nations:

(i) Issue statements to the press, radio or other agencies of public information;

(ii) Accept speaking engagements;

(iii) Take part in film, theatre, radio or television productions;

(iv) Submit articles, books or other material for publication.

(r) Membership in a political party is permitted, provided that such membership does not entail action, or an obligation to take action, by the staff member contrary to staff regulation 1.2 (h). The payment of normal financial contributions to a political party shall not be construed as an activity inconsistent with the principles set out in staff regulation 1.2 (h).

(s) The Secretary-General shall establish procedures whereby staff may seek in confidence clarification as to whether proposed outside activities would conflict with their status as international civil servants.

Travel and per diem for outside activities

(t) Staff members who are authorized by the Secretary-General to participate in activities organized by a Government, intergovernmental organization, non-governmental organization or other private source may receive from the Government, intergovernmental organization, non-governmental organization or private source accommodation and travel and subsistence allowance generally in line with those payable by the United Nations. In such cases the travel subsistence allowance that may otherwise be payable by the United Nations shall be reduced as envisaged by staff rule 107.15 (a).

Rule 101.3

Performance of staff

(a) Staff members shall be evaluated for their efficiency, competence and integrity through performance appraisal mechanisms that shall assess the staff member's compliance with the standards set out in the Staff Regulations and Rules for purposes of accountability.

(b) The Secretary-General shall seek to ensure that appropriate learning and development programmes are available for the benefit of staff.

(c) Performance reports shall be prepared regularly for all staff members, including at the Assistant Secretary-General level and above, in accordance with procedures promulgated by the Secretary-General.

Rule 101.4

Hours of work and official holidays

(a) The Secretary-General shall set the normal number of working hours per week for each duty station. Exceptions may be made by the Secretary-General as the needs of service may require. A staff member shall be required to work beyond the normal tour of duty whenever requested to do so.

(b) The number of official holidays at each duty station shall be ten days in each year, including those official holidays mandated by the General Assembly, which shall be observed at all duty stations. When an official holiday falls on a non-working day, the preceding or following working day which is closest to the holiday shall be observed as an official holiday.

(c) The official holidays not mandated by the General Assembly shall be determined by the Secretary-General at Headquarters, and by the head of office at other duty stations, after staff consultation.

Rule 101.5

Official holidays

(Cancelled)

Rule 101.6

Change of official duty station

A change of official duty station shall take place when a staff member is assigned from one office of the Organization to another for a fixed period exceeding six months or transferred for an indefinite period. Detailment of a staff member from his or her official duty station for service with a United Nations mission or conference shall not constitute change of official duty station within the meaning of these Rules.

Rule 101.7

Inter-agency loans and other movements

(a) The Secretary-General may loan the services of a staff member to a specialized agency or other intergovernmental organization, provided that such loan in no way diminishes the right or entitlements of the staff member under his or her letter of appointment to the United Nations. Inter-agency movements may also take place under other arrangements, i.e., secondment or transfer.

(b) Inter-agency loans, secondments and transfers are defined in and shall be governed by the Inter-organization Agreement concerning transfer, secondment or loan of staff among the organizations applying the United Nations common system of salaries and allowances.*

(c) Movements of staff between the United Nations Secretariat and the secretariats of United Nations organs with separate powers of appointment shall also be governed generally by the Inter-organization Agreement.

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* ACC/1992/PER/CM/9.

Article IV

APPOINTMENT AND PROMOTION

Regulation 4.1

As stated in Article 101 of the Charter, the power of appointment of staff members rests with the Secretary-General. Upon appointment, each staff member, including a staff member on secondment from government service, shall receive a letter of appointment in accordance with the provisions of annex II to the present Regulations and signed by the Secretary-General or by an official in the name of the Secretary-General.

Regulation 4.2

The paramount consideration in the appointment, transfer or promotion of the staff shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Regulation 4.3

In accordance with the principles of the Charter, selection of staff members shall be made without distinction as to race, sex or religion. So far as practicable, selection shall be made on a competitive basis.

Regulation 4.4

Subject to the provisions of Article 101, paragraph 3, of the Charter, and without prejudice to the recruitment of fresh talent at all levels, the fullest regard shall be had, in filling vacancies, to the requisite qualifications and experience of persons already in the service of the United Nations. This consideration shall also apply, on a reciprocal basis, to the specialized agencies brought into relationship with the United Nations. The Secretary-General may limit eligibility to apply for vacant posts to be filled by staff members appointed for one year or longer under the 100 series of the Staff Rules to internal candidates, as defined by the Secretary-General. If so, other candidates shall be allowed to apply, under conditions to be defined by the Secretary-General, when no internal candidate meets the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the post.

Regulation 4.5

(a) Appointment of Under-Secretaries-General and of Assistant Secretaries-General shall normally be for a period of five years, subject to prolongation or renewal. Other staff members shall be granted either permanent or temporary appointments under such terms and conditions consistent with the present Regulations as the Secretary-General may prescribe.

(b) The Secretary-General shall prescribe which staff members are eligible for permanent appointments. The probationary period for granting or confirming a permanent appointment shall normally not exceed two years, provided that in individual cases the Secretary-General may extend the probationary period for not more than one additional year.

Regulation 4.6

The Secretary-General shall establish appropriate medical standards that staff members shall be required to meet before appointment.

Chapter IV

APPOINTMENT AND PROMOTION

Rule 104.1

Letter of appointment

The letter of appointment granted to every staff member contains expressly or by reference all the terms and conditions of employment. All contractual entitlements of staff members are strictly limited to those contained expressly or by reference in their letters of appointment.

Rule 104.2

Effective date of appointment

(a) The appointment of every locally recruited staff member shall take effect from the date on which the staff member starts to perform his or her duties.

(b) The appointment of every staff member internationally recruited shall take effect from the date on which the staff member enters into official travel status to assume his or her duties or, if no official travel is involved, from the date on which the staff member starts to perform his or her duties.

Rule 104.3

Re-employment

(a) A former staff member who is re-employed shall be given a new appointment or, if re-employed within twelve months of being separated from service or within any longer period following retirement or disability under the Joint Staff Pension Fund Regulations, he or she may be reinstated in accordance with paragraph (b) below. If the former staff member is reinstated, it shall be so stipulated in his or her letter of appointment. If he or she is given a new appointment, its terms shall be fully applicable without regard to any period of former service, except that such former service may be counted for the purpose of determining seniority in grade. However, when a staff member receives a new appointment in the United Nations common system less than twelve months after separation, any entitlement, benefit or accrual the staff member may have when separated at the end of the new appointment shall be adjusted to ensure that the total payments for the first and subsequent separations do not exceed the amounts that would have been paid had the service been continuous.

(b) On reinstatement the staff member's services shall be considered as having been continuous, and the staff member shall return to the United Nations any moneys he or she received on account of separation, including termination indemnity under rule 109.4, repatriation grant under rule 109.5 and payment for accrued annual leave under rule 109.8. The interval between separation and reinstatement shall be charged, to the extent possible and necessary, to annual leave, with any further period charged to special leave without pay. The staff member's sick leave credit under rule 106.2 at the time of separation shall be re-established; the staff member's participation, if any, in the Joint Staff Pension Fund shall be governed by the Regulations of that Fund.

(iii) They have completed five years of continuous service under fixed-term appointments and have been favourably considered under the terms of rule 104.12 (b) (iii).

(b) Recommendations proposing the grant of permanent appointments on the ground that a staff member whose probationary period has been either completed or waived under the terms of rule 104.12 (a) (ii) or (b) (iii) has met the requirements of this rule may be made to the Secretary-General by agreement between the Office of Human Resources Management and the department or office concerned. Such agreements shall be reported to the Appointment and Promotion Board before submission to the Secretary-General.

(c) Permanent appointments limited to service with one of the programmes, funds or subsidiary organs referred to in rule 104.14 (a) (i) may be granted by its corresponding heads with the assistance of such boards as may be established in accordance with the provisions of the last sentence of rule 104.14 (a) (i).

Rule 104.14

Central review bodies

Establishment

(a) Central review bodies shall be established by the Secretary-General as follows:

(i) A Central Review Board at Headquarters and at designated duty stations to give advice on the appointment at and the promotion of staff to the P-5 and D-1 levels;

(ii) A Central Review Committee at Headquarters and at designated duty stations to give advice on the appointment, promotion and review of staff in the Professional category up to the P-4 level, except that advice on the appointment of candidates having successfully passed a competitive examination shall be given by Boards of Examiners, in accordance with rule 104.15;

(iii) A Central Review Panel at Headquarters and at designated duty stations to give advice on the appointment, promotion and review of staff in the General Service and related categories, under terms and conditions defined by the Secretary-General.

Subsidiary panels may be established as necessary.

(b) Executive heads of programmes, funds and subsidiary organs of the United Nations to whom the Secretary-General has delegated appointment and promotion functions may establish advisory bodies to advise them in the case of staff members recruited specifically for service with those programmes, funds or subsidiary organs. The composition and functions of such advisory bodies shall be generally similar to those of the central review bodies established by the Secretary-General.

Membership of the Central Review Board

(c) Each Central Review Board shall be composed of staff members at the D-1 level and above, as follows:

(i) Three members and an appropriate number of alternates, selected by the Secretary-General;

(ii) Three members and as many alternates as those appointed under subparagraph (i), who shall be selected by the appropriate staff representative body;

(iii) One additional member, with voting rights, selected jointly by the members selected by the Secretary-General and the members selected by the staff;

(iv) The Assistant Secretary-General for Human Resources Management, or an authorized representative, as an ex officio non-voting member.

(d) Members and alternates shall be appointed for a period of two years and shall serve for a maximum of four years.

(e) Each Central Review Board shall elect its own chairperson and establish its own procedures.

Membership of Central Review Committees

(f) Each Central Review Committee shall be composed in a manner similar to that of the Central Review Board, except that its members shall be at the P-4 level and above. The ex officio non-voting member at offices away from Headquarters shall be designated by the head of the office concerned.

Membership of Central Review Panels and subsidiary panels

(g) Each Central Review Panel shall be composed in a manner similar to that of the Central Review Board, except that its members shall be composed of staff members in the Professional category or staff in the General Service and related categories whose rank is not below that of the level of the post to which appointment or promotion is contemplated. The ex officio non-voting member at offices away from Headquarters shall be designated by the head of the office concerned.

Functions of the central review bodies

(h) *Appointment and promotion*

(i) The central review bodies shall advise the Secretary-General on all appointments of one year or longer and on the promotion of staff after such appointment, except in the following cases:

a. Appointment of persons recruited specifically for service with a mission;

b. Appointment of candidates having successfully passed a competitive examination, in accordance with rule 104.15;

c. Appointment at the entry level or promotion within the General Service and related categories of candidates having successfully passed an entrance test or examination, under conditions defined by the Secretary-General;

(ii) The central review bodies shall review the process for compliance with the pre-approved selection criteria and shall offer recommendations. Where these recommendations are not in line with those of the relevant manager, they shall transmit their recommendations for final decision to the Secretary-General, who shall give due consideration to the recommendations of the central review bodies.

(i) *Review*

(i) The central review bodies shall review the suitability for permanent appointment of staff members holding a probationary appointment to ensure that they have fully demonstrated their suitability as international civil servants and have shown that they meet the high standards of efficiency, competence and integrity established in the Charter of the United Nations. The central review bodies may recommend conversion to permanent appointment, extension of the probationary period for one additional year or separation from service;

(ii) The central review bodies shall also review proposals for the termination of permanent appointments for unsatisfactory service under staff regulation 9.1 (a).

(effective 1 May 2002)

Rule 104.15

Competitive examinations

(a) Boards of Examiners established by the Secretary-General shall ensure the regularity of the competitive examinations administered in accordance with conditions established by the Secretary-General.

(b) Boards of Examiners shall make recommendations to the Secretary-General in respect of the following:

(i) Appointment

Appointment to P-1 and P-2 posts and to posts requiring special language competence shall be made exclusively through competitive examination. Appointment to posts at the P-3 level shall be made normally through competitive examination;

(ii) Recruitment to the Professional category of staff from the General Service and related categories

Recruitment to the Professional category of staff from the General Service and related categories having successfully passed the appropriate competitive examinations shall be made within the limits established by the General Assembly. Such recruitment shall be made exclusively through competitive examination.

(c) Staff members appointed to the Professional level after a competitive examination shall be subject to mandatory reassignment, under conditions established by the Secretary-General.

Rule 104.16

Medical examination

(a) Staff members may be required from time to time to satisfy the United Nations Medical Officer, by medical examination, that they are free from any ailment likely to impair the health of others.

(b) Staff members may also be required to undergo such medical examinations and receive such inoculations as may be required by the United Nations Medical Officer before they go on or after they return from mission service.

(i) Is not authorized;

(ii) Does not involve leaving the terminal; or

(iii) Is exclusively for the purpose of making an onward connection.

(b) Terminal expenses shall be deemed to include all expenditures for transportation between the airport or other point of arrival or departure and the hotel or other place of dwelling, including transfer of accompanied baggage and other incidental charges, except the costs provided for under rule 107.19 (iii).

(c) (Cancelled)

Rule 107.14

Expenses while in transit

(a) A staff member and his or her eligible family members authorized to travel by sea shall be entitled to a fixed amount to cover transit expenses equivalent to the amount of travel subsistence allowance that would have been payable in respect of the travel if the travel had been by air.

(b) When the authorized mode of transportation is other than by sea, full travel subsistence allowance shall be payable for the time spent in transit, subject to the conditions laid down in rules 107.15 to 107.18 and provided that, in the case of travel other than on official business, a maximum of three days' travel time shall be allowed in respect of any specific journey.

Rule 107.15

Travel subsistence allowance

(a) Except as provided in rule 107.14 (a) and in paragraph (h) below, a staff member authorized to travel at United Nations expense shall receive an appropriate daily subsistence allowance in accordance with a schedule of rates established from time to time. Such established rates shall be subject to rule 107.16 and to reductions in cases where lodging or meals are provided free of charge by the United Nations, by a Government or by a related institution.

(b) The Secretary-General may, in exceptional and compelling circumstances, authorize a reasonable increase in the travel subsistence allowance to be paid to a staff member who is required to accompany a senior official and whose official duties while in travel status require that his or her additional living expense be established at a rate substantially higher than that contemplated in setting the allowance rate for his or her level.

(c) Travel subsistence allowance shall be deemed to comprise the total contribution of the United Nations towards such charges as meals, lodging, gratuities and other payments made for personal services rendered. Except as provided in rule 107.19, any expenditures incurred in excess of the allowance shall be borne by the staff member.

(d) Except as provided in rule 107.14 (a) and in paragraph (h) below, when the spouse or dependent children of a staff member are authorized to travel at United Nations expense, the staff member shall be paid an additional travel subsistence allowance in respect of each of them at half the rate applicable to the staff member.

(e) Except for leave taken at a rate not exceeding one and a half days for each completed month on which a staff member is in travel status on official business, travel subsistence allowance shall not be paid in respect of any period of annual or special leave. It

shall not, in any event, be paid in respect of leave taken at the conclusion of active duty on an assignment but prior to the staff member's return to his or her official duty station.

(f) The travel subsistence allowance shall continue to be paid during periods of sick leave while in travel status, except that, if the traveller is hospitalized, only one third of the appropriate daily rate shall be paid.

(g) The appropriate travel subsistence allowance shall be paid for any days on which a staff member is required to perform official duties in connection with travel on home leave.

(h) No travel subsistence allowance shall be payable in respect of travel on appointment, assignment or repatriation, and in respect of travel on home leave, family visit or education grant, provided that the allowance may be paid for stopovers actually made during such travel under conditions established by the Secretary-General. Where travel at United Nations expense is authorized for medical, safety, security or other reasons under rule 107.1 (a) (vii) or 107.2 (a) (vii), an appropriate amount of subsistence allowance may be paid at the discretion of the Secretary-General.

(effective 1 September 2002)

Rule 107.16

Special rates of travel subsistence allowance

In the event of staff members being assigned to conferences or for other extended periods of duty away from their official duty station, the Secretary-General may establish a special rate of subsistence allowance.

Rule 107.17

(Cancelled)

Rule 107.18

Computation of the travel subsistence allowance

(a) Except during travel by sea, subsistence allowance shall be paid to a staff member, at the rates and under the conditions prescribed in rule 107.15 for each calendar day or fraction thereof involving an overnight stay away from his or her residence, during which the staff member or his or her family members are in official travel status, provided that for a journey of twenty-four hours or longer a full day's allowance at the appropriate rate shall be paid for the day on which travel is begun and that no allowance shall be paid for the day on which travel is ended. Where travel does not involve an overnight stay away from the residence, no allowance shall be paid for a journey of less than ten hours, and 40 per cent of the allowance shall be paid for a journey of ten hours or more.

(b) Where travel is by sea, a full day's allowance at the appropriate rate shall be paid for the day of arrival at the port of disembarkation, provided that the traveller remains in official travel status for more than twelve hours thereafter. No allowance shall be paid for the day on which embarkation takes place.

(c) If more than one rate should apply during the course of any one day or if the traveller completes his or her travel on the same day as he or she commenced it, the rate applicable for the area of destination shall be paid for that day, except that for the last leg of a return travel on official business the allowance shall be paid at the rate applicable to the last authorized place where the staff member spent the night.

Rule 109.2

Resignation

(a) A resignation, within the meaning of the Staff Regulations, is a separation initiated by a staff member.

(b) Unless otherwise specified in their letters of appointment, three months' written notice of resignation shall be given by staff members having permanent appointments and thirty days' written notice of resignation by those having temporary appointments. The Secretary-General, however, may accept resignations on shorter notice.

(c) The Secretary-General may require the resignation to be submitted in person in order to be acceptable.

Rule 109.3

Notice of termination

(a) A staff member whose permanent appointment is to be terminated shall be given not less than three months' written notice of such termination.

(b) A staff member whose temporary appointment is to be terminated shall be given not less than thirty days' written notice of such termination or such written notice as may otherwise be stipulated in his or her letter of appointment.

(c) In lieu of the notice period, the Secretary-General may authorize compensation equivalent to salary, applicable post adjustment and allowances corresponding to the relevant notice period, at the rate in effect on the last day of service.

Rule 109.4

Termination indemnity

(a) Payment of termination indemnity under staff regulation 9.3 and annex III to the Staff Regulations shall be calculated:

(i) For staff in the Professional and higher categories, on the basis of the staff member's gross salary less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i);

(ii) For staff in the Field Service category, on the basis of the staff member's gross salary less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i), plus language allowance, if any;

(iii) For staff in the General Service and related categories, on the basis of the staff member's gross salary, including:

a. Language allowance, if any; and

b. In respect of staff in receipt of non-resident's allowance under rule 103.5 (d), such non-resident's allowance,

less staff assessment, according to the schedule of rates set forth in staff regulation 3.3 (b) (ii) applied to the gross salary alone.

(b) Length of service shall be deemed to comprise the total period of a staff member's full-time continuous service with the Secretariat, regardless of types of appointment. Continuity of such service shall not be considered as broken by periods of special leave. However, service credits shall not accrue during periods of special leave with partial pay or without pay of one full month or more.

(c) Termination indemnity shall not be paid to any staff member who, upon separation from service, will receive a retirement benefit under article 28 of the United Nations Joint Staff Pension Fund Regulations or compensation for total disability under rule 106.4.

(d) Upon application of a staff member who is to be separated as a result of an agreed termination of appointment or because of abolition of post or reduction in staff and who is within two years of age 55 years and 25 years of contributory service in the United Nations Joint Staff Pension Fund or who is over that age and within two years of 25 years of contributory service, the Secretary-General may place such staff member on special leave without pay for pension purposes pursuant to staff rule 105.2 (c) under conditions to be established by the Secretary-General. Such special leave shall commence from the date on which the separation would otherwise have taken effect for a period of up to two years for the sole purpose of enabling the staff member to remain a participant in the United Nations Joint Staff Pension Fund during this period.

(e) The Organization will, on the written request of the staff member prior to being placed on special leave pursuant to the preceding paragraph, pay the pension contribution of the Organization and/or the staff member during this period of special leave. The total amount of these contributions will be deducted from the termination indemnity otherwise payable.

(f) A staff member selecting the option of special leave described in paragraph (d) of this rule shall sign an undertaking acknowledging that his or her status on special leave is solely for pension purposes and that his or her entitlements and those of any dependants to all other emoluments and benefits under the Staff Regulations and Rules is determined finally as of the date of commencement of such special leave.

Rule 109.5

Repatriation grant

Purpose

(a) The purpose of the repatriation grant provided by staff regulation 9.4 is to facilitate the relocation of expatriate staff members to a country other than the country of the last duty station, provided that they meet the conditions contained in annex IV to the Staff Regulations and in this rule.

Definitions

(b) The following definitions shall be used in ascertaining whether the conditions contained in annex IV to the Staff Regulations and this rule are met:

(i) "Country of nationality" shall mean the country of nationality recognized by the Secretary-General;

(vii) Separation from service, with or without notice or compensation in lieu thereof, notwithstanding rule 109.3;

(viii) Summary dismissal.

(b) The following measures shall not be considered to be disciplinary measures, within the meaning of this rule:

(i) Reprimand, written or oral, by a supervisory official;

(ii) Recovery of moneys owed to the Organization;

(iii) Suspension pursuant to rule 110.2.

Rule 110.4

Due process

(a) No disciplinary proceedings may be instituted against a staff member unless he or she has been formally notified of the allegations against him or her and of the right to seek the assistance of counsel in his or her defence, and has been given a reasonable opportunity to respond to those allegations.

(b) No staff member shall be subject to disciplinary measures until the matter has been referred to a Joint Disciplinary Committee for advice as to what measures, if any, are appropriate, except that no such advice shall be required:

(i) If referral to the Joint Disciplinary Committee is waived by mutual agreement of the staff member concerned and the Secretary-General;

(ii) In respect of summary dismissal imposed by the Secretary-General in cases where the seriousness of the misconduct warrants immediate separation from service.

(c) In cases of summary dismissal imposed without prior submission of the case to a Joint Disciplinary Committee in accordance with subparagraphs (b) (i) and (ii), the staff member or former staff member concerned may, within two months of having received written notification of the measure, request that the measure be reviewed by such a Committee. A request shall not have the effect of suspending the measure. After the advice of the Committee has been received, the Secretary-General shall decide as soon as possible what action to take in respect thereof. An appeal in respect of such a decision may not be submitted to the Joint Appeals Board.

(d) An appeal in respect of a disciplinary measure considered by a Joint Disciplinary Committee pursuant to either paragraph (b) or (c) may be submitted directly to the United Nations Administrative Tribunal.

Rule 110.5

Joint Disciplinary Committees

(a) A standing Joint Disciplinary Committee is established and shall be available to advise the Secretary-General at his or her request in disciplinary matters at Headquarters; comparable standing committees may be established in the United Nations Office at Geneva, the United Nations Office at Vienna and such other offices as may be designated by the Secretary-General.

(b) The Secretary-General may also establish ad hoc Joint Disciplinary Committees at these or other duty stations for a particular case or series of cases, or may substitute an alternate procedure that conforms to the requirements of due process at duty stations or missions where there is no established staff representative body.

Rule 110.6

Composition of Joint Disciplinary Committees

(a) Each standing Joint Disciplinary Committee shall be composed of:

(i) Chairpersons, appointed by the Secretary-General after consultation with the staff representative body or bodies at the duty station at which the Committee is established;

(ii) Members appointed by the Secretary-General;

(iii) Members elected by the staff at the duty station at which the Committee is established.

(b) If necessary, additional members may be selected at any time in the same manner as indicated in paragraph (a).

(c) The chairpersons and members of the Joint Disciplinary Committee shall be appointed or elected for two years, shall be eligible for reappointment or re-election and shall remain in office until their successors are appointed or elected as long as they are staff members assigned to the duty station of the Committee.

(d) A chairperson may be removed from the Joint Disciplinary Committee by the Secretary-General after consultation with the staff representative body or bodies at the duty station at which the Committee is established. The members appointed by the Secretary-General may be removed by him or her. The members elected by the staff may be recalled by a majority vote of the staff at the duty station at which the Committee is established, taken at the initiative of any staff representative body at that duty station.

(e) The Secretary-General shall, in consultation with the staff representative body or bodies at the duty station at which a Joint Disciplinary Committee is established, appoint a Presiding Officer from among the panel of chairpersons.

(f) For the consideration of each case, a panel of the Joint Disciplinary Committee shall be constituted by the Presiding Officer as follows:

(i) A chairperson;

(ii) A member from among those appointed by the Secretary-General;

(iii) A member from among those elected by the staff.

The Presiding Officer, at the request of either party, may disqualify the chairperson or any member from the consideration of a specific case if in the opinion of the Presiding Officer the action is warranted by the relation of that member to the staff member whose case is to be considered or by any possible conflict of interest. The Presiding Officer may also excuse any member at that member's request from the consideration of a specific case.

(g) Ad hoc Joint Disciplinary Committees shall be composed as follows:

(i) At duty stations where there is an established staff representative body or bodies, ad hoc Joint Disciplinary Committees shall be composed, by the Secretary-General or an official designated by him or her, in a manner similar to that of standing Joint Disciplinary Committees, except that staff-appointed members may be substituted for staff-elected members. If no appointments are made within a period set by the Secretary-General, the designated official may make the appointments after consultation with the staff representative body or bodies;

(ii) At duty stations or missions where there is no established staff representative body, the head of office or mission, after reporting the matter to the Secretary-General, shall constitute a panel from among staff present at the duty station to investigate the allegations and to recommend what, if any, disciplinary measure should be imposed. The panel members shall be selected with a view to ensuring that the rights of all parties are respected.

(h) Any case relating to a staff member serving at a duty station where a standing Joint Disciplinary Committee is established shall be referred to that Committee, unless the Secretary-General considers there is a good reason to refer the case to a standing Committee at a different duty station or to an ad hoc Committee at the same or another duty station.

Rule 110.7

Joint Disciplinary Committee procedure

(a) In considering a case, the Joint Disciplinary Committee shall act with maximum dispatch and shall make every effort to provide its advice to the Secretary-General within four weeks after the case has been submitted to it.

(b) Proceedings before a Joint Disciplinary Committee shall normally be limited to the original written presentation of the case, together with brief statements and rebuttals, which may be made orally or in writing, but without delay. If the Committee considers that it requires the testimony of the staff member concerned or of other witnesses, it may, at its sole discretion, obtain such testimony by written deposition, by personal appearance before the Committee, before one of its members or before another staff member acting as a special master, or by telephone or other means of communication.

(c) Each standing Joint Disciplinary Committee shall adopt its own rules of procedure, which shall be consistent with these Staff Rules and with any applicable administrative instructions, as well as with the requirements of due process. An ad hoc Committee shall apply the rules of procedure of the Headquarters Joint Disciplinary Committee, except to the extent that it decides, consistent with the requirements of due process, to apply other such rules.

(d) A Joint Disciplinary Committee shall permit a staff member to arrange to have his or her case presented before it by counsel at the duty station where the Committee is established.

Article XI

APPEALS

Regulation 11.1

The Secretary-General shall establish administrative machinery with staff participation to advise him or her in case of any appeal by staff members against an administrative decision alleging the non-observance of their terms of appointment, including all pertinent regulations and rules.

Regulation 11.2

The United Nations Administrative Tribunal shall, under conditions prescribed in its statute, hear and pass judgement upon applications from staff members alleging non-observance of their terms of appointment, including all pertinent regulations and rules.

Chapter XI

JOINT APPEALS BOARDS

Rule 111.1

Establishment

(a) Joint appeals boards shall be established in New York, Geneva, Vienna and Nairobi and at such other duty stations as may be designated by the Secretary-General to consider and advise the Secretary-General regarding appeals filed under the terms of staff regulation 11.1.

(b) Each Joint Appeals Board shall be composed of:

(i) Chairpersons appointed by the Secretary-General after selection by the joint staff-management machinery in respect of the staff representative body or bodies at the duty station at which the Board is established;

(ii) Members appointed by the Secretary-General;

(iii) An equal number of members elected by ballot of the staff under the jurisdiction of the Board.

The number of chairpersons and members of each Board shall be determined by the Secretary-General upon recommendation of the joint staff-management machinery in respect of the staff representative body or bodies at the duty station at which the Board is established.

(c) The chairpersons and members of the Joint Appeals Board shall be appointed or elected for two years, shall be eligible for reappointment or re-election and shall remain in office until their successors are appointed or elected.

(d) A chairperson may be removed from a Joint Appeals Board by the Secretary-General upon recommendation of the joint staff-management machinery in respect of the staff representative body or bodies of the duty station at which the Board is established. The members appointed by the Secretary-General may be removed by him or her. The members elected by the staff may be recalled by a majority vote of the staff under the jurisdiction of the Board concerned, taken at the initiative of any staff representative body at the duty station at which that Board is established.

(e) Each Joint Appeals Board shall establish its own rules of procedure, which shall specify how its presiding officer and, where necessary, any alternate presiding officers shall be selected from among the chairpersons.

(f) Each Joint Appeals Board may, by a majority vote of all its chairpersons and members, recommend to the Secretary-General changes in the present chapter of the Staff Rules.

(g) The secretariat of each Joint Appeals Board shall consist of a secretary and such other staff as may be required for its proper functioning.

Rule 111.2

Appeals

(a) A staff member wishing to appeal an administrative decision pursuant to staff regulation 11.1 shall, as a first step, address a letter to the Secretary-General requesting that the administrative decision be reviewed; such letter must be sent within two months from the date the staff member received notification of the decision in writing.

(i) If the Secretary-General replies to the staff member's letter, he or she may appeal against the answer within one month of the receipt of such reply;

(ii) If the Secretary-General does not reply to the letter within one month in respect of a staff member stationed in New York or within two months in respect of a staff member stationed elsewhere, the staff member may appeal against the original administrative decision within one month of the expiration of the time limit specified in this subparagraph for the Secretary-General's reply.

(b) At any time after a request for review has been submitted, but before a panel of the Joint Appeals Board has been constituted to hear an appeal, conciliation may be sought on the issues involved at the initiative of the Secretary-General, the staff member or the presiding officer of the Joint Appeals Board. The presiding officer shall refer the matter for that purpose to a chairperson or member of the Joint Appeals Board. This procedure is without prejudice to the right of the staff member to pursue an appeal under the provisions of this rule if the issues cannot be resolved through conciliation.

(c) Neither a request for administrative review under paragraph (a) above nor the filing of an appeal under paragraph (d) below shall have the effect of suspending action on the contested decision.

(i) However, the staff member concerned may request a suspension of action on such decision by writing to the Secretary of the appropriate Joint Appeals Board under paragraph (d) below. The request shall set forth the relevant facts and indicate how implementation would directly and irreparably injure the staff member's rights;

(ii) Upon receipt of such a request, a panel of the Board shall be promptly constituted and shall act expeditiously. If the panel, after considering the views of both parties, determines that the decision has not been implemented and that its implementation would result in irreparable injury to the appellant, it may recommend to the Secretary-General the suspension of action on that decision:

a. Until the time limits specified in subparagraph (a) (i) or (ii) have passed without an appeal having been filed; or

b. If an appeal is filed, until a decision on the appeal is taken;

(iii) The Secretary-General's decision on such a recommendation is not subject to appeal.

(d) An appeal pursuant to paragraph (a) or a request for suspension of action pursuant to paragraph (c) above shall be filed with the Secretary of the appropriate Joint Appeals Board, to be determined as follows:

(i) With respect to staff members serving at a duty station at which a Board has been established or who are administered by organizational units located at such duty station, it shall be the Board;

(ii) With respect to former staff members who last served at a duty station at which a Board has been established or who were administered by organizational units located at such a duty station, it shall be that Board;

(iii) With respect to all other staff members and all other former staff members, it shall be the Board established in New York, provided that the Secretary-General may decide, at the request of the staff member, to refer the appeal to another one of the Boards or to establish an appropriate ad hoc body. Such staff members or former staff members may meet the time limits specified in subparagraph (a) (i) or (ii) by delivering the requisite submissions within such limits to any office of the United Nations for transmission to the appropriate Board.

(e) (i) For the consideration of each appeal, the presiding officer of the appropriate Joint Appeals Board shall constitute a panel of the Board, composed as follows:

a. A panel chairperson from among the chairpersons of the Board;

b. A member selected from among those appointed by the Secretary-General;

c. A member selected from among those elected by the staff;

(ii) In constituting such panels, the maximum possible rotation of chairpersons and members of the Board shall be observed: the modalities of such rotation shall be specified in the rules of procedure of the Board. No person who has assisted the Secretary-General in a conciliation procedure referred to in paragraph (b) shall serve on a panel established to consider an appeal relating to the same case;

(iii) Before a panel undertakes consideration of an appeal, the parties shall be notified of the proposed composition thereof. The presiding officer of the Board may, at the request of either party, disqualify the chairperson or either member if, in the opinion of the presiding officer, such action is warranted to ensure impartiality. He or she may also excuse the chairperson or either member from serving on the panel;

(iv) Subject to the principles set out in subparagraphs (i) to (iii), the presiding officer of the Board shall fill any vacancies arising on the panel.

(f) An appeal shall not be receivable unless the time limits specified in paragraph (a) above have been met or have been waived, in exceptional circumstances, by the panel constituted for the appeal.

(g) At the duty station where the appeal is considered, the designated representative of the Secretary-General shall submit a written reply within two months following the date of receipt of the appeal.

(h) Proceedings before a panel shall normally be limited to the original written presentation of the case, together with brief statements and rebuttals, which may be made orally or in writing, in one of the working languages of the Secretariat.

(i) A staff member may arrange to have his or her appeal presented to the panel on his or her behalf by counsel.

(j) Where the competence of the Joint Appeals Board is in doubt, the panel constituted for the appeal shall decide.

(k) In the case of termination or other action on grounds of inefficiency or relative efficiency, the panel shall not consider the substantive question of efficiency but only evidence that the decision was motivated by prejudice or by some other extraneous factor.

(l) The panel shall have authority to call members of the Secretariat who may be able to provide information concerning the issues before it and shall have access to all documents pertinent to the case. Notwithstanding the preceding sentence, should the panel wish to have information or documents relating to the proceedings of the appointment and promotion bodies in questions involving appointment and promotion, it shall request such information or documents from the Chairperson of the Appointment and Promotion Board, who shall decide on the panel's request, taking into account the interests of confidentiality. This decision of the Chairperson is not subject to appeal. The Chairperson of the panel shall determine which documents are to be transmitted to all members of the panel and the parties.

(m) In considering an appeal, the panel shall act with the maximum dispatch consistent with a fair review of the issues before it.

(n) Within one month of the date on which the consideration of an appeal has been completed, the panel shall, by majority vote, adopt and submit a report to the Secretary-General. The report shall be considered as constituting a record of the proceedings in the appeal and may include a summary of the matter as well as all recommendations that the panel considers appropriate. Votes on the recommendations shall be recorded, and any member of the panel may have his or her dissenting opinion included in the report.

(o) Notwithstanding the above, if the appeal involves a claim having a cumulative maximum value not in excess of one thousand and five hundred dollars ($1,500) on account of salary, emoluments or any other entitlement under the Staff Regulations and Staff Rules, such claim shall be considered a "small claim" and shall be dealt with accordingly under appropriate rules of procedure which the Joint Appeals Board competent to hear the appeal may have adopted. Such rules may require the designated representative of the Secretary-General to submit comments within thirty days of receipt of the claim from the Joint Appeals Board secretariat.

(p) The final decision on the appeal will normally be taken by the Secretary-General within one month after the panel has forwarded its report, and shall be communicated to the staff member, together with a copy of the panel's report. The Secretary-General's decision and a copy of the panel's report shall also be transmitted to a designated officer of the staff representative body or bodies at the duty station at which the Joint Appeals Board is established, unless the staff member objects.

(q) To enable staff members to exercise their right to make application to the Administrative Tribunal under article 7, paragraphs 2 (b) and (c), of its statute, the Secretary of the Joint Appeals Board concerned shall, at the request of the staff member, communicate to him or her the report of the panel if the Secretary-General has not made a decision on the report within a period of one month after the date on which the report was submitted to him or her.

Salary scale for staff in the Professional and higher categories showing annual gross salaries and net equivalents after application of staff assessment

(United States dollars)

Effective 1 January 2003

		STEPS														
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
USG	Gross	186 144														
	Net D	125 609														
	Net S	113 041														
ASG	Gross	169 366														
	Net D	115 207														
	Net S	104 324														
			•	•	•	•	•									
D-2	Gross	139 050	142 085	145 119	148 154	151 189	154 223									
	Net D	96 411	98 292	100 174	102 055	103 937	105 818									
	Net S	88 571	90 159	91 741	93 318	94 890	96 456									
						•	•	•	•	•						
D-1	Gross	126 713	129 377	132 041	134 705	137 369	140 033	142 697	145 361	148 024						
	Net D	88 762	90 414	92 065	93 717	95 369	97 020	98 672	100 324	101 975						
	Net S	82 045	83 481	84 913	86 342	87 768	89 190	90 609	92 025	93 437						
												•	•	•		
P-5	Gross	104 102	106 369	108 635	110 901	113 168	115 434	117 701	119 967	122 234	124 500	126 766	129 033	131 299		
	Net D	74 743	76 149	77 554	78 959	80 364	81 769	83 174	84 580	85 985	87 390	88 795	90 200	91 606		
	Net S	69 437	70 685	71 930	73 174	74 416	75 655	76 892	78 127	79 360	80 591	81 820	83 046	84 271		
														•	•	•
P-4	Gross	84 435	86 489	88 544	90 637	92 824	95 011	97 198	99 385	101 572	103 759	105 946	108 133	110 320	112 507	114 694
	Net D	62 327	63 683	65 039	66 395	67 751	69 107	70 463	71 819	73 175	74 530	75 886	77 242	78 598	79 954	81 310
	Net S	58 041	59 276	60 509	61 740	62 971	64 200	65 429	66 656	67 881	69 106	70 329	71 551	72 772	73 992	75 211
															•	•
P-3	Gross	68 306	70 208	72 112	74 011	75 915	77 815	79 715	81 620	83 523	85 423	87 326	89 226	91 202	93 226	95 250
	Net D	51 682	52 937	54 194	55 447	56 704	57 958	59 212	60 469	61 725	62 979	64 235	65 489	66 745	68 000	69 255
	Net S	48 242	49 396	50 553	51 706	52 862	54 015	55 169	56 324	57 477	58 632	59 782	60 933	62 083	63 233	64 384
													•			
P-2	Gross	55 346	56 907	58 465	60 027	61 729	63 429	65 130	66 829	68 532	70 233	71 932	73 636			
	Net D	42 849	43 973	45 095	46 218	47 341	48 463	49 586	50 707	51 831	52 954	54 075	55 200			
	Net S	40 191	41 210	42 226	43 244	44 260	45 279	46 313	47 344	48 379	49 412	50 444	51 479			
P-1	Gross	42 944	44 444	45 942	47 442	48 939	50 438	51 938	53 436	54 932	56 432					
	Net D	33 920	35 000	36 078	37 158	38 236	39 315	40 395	41 474	42 551	43 631					
	Net S	31 997	32 992	33 986	34 980	35 974	36 967	37 962	38 944	39 921	40 899					

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.
• The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk for which a two-year period at the preceding step is required.

Annex II

LETTERS OF APPOINTMENT

(a) The letter of appointment shall state:

(i) That the appointment is subject to the provisions of the Staff Regulations and of the Staff Rules applicable to the category of appointment in question and to changes which may be duly made in such regulations and rules from time to time;

(ii) The nature of the appointment;

(iii) The date at which the staff member is required to enter upon his or her duties;

(iv) The period of appointment, the notice required to terminate it and period of probation, if any;

(v) The category, level, commencing rate of salary and, if increments are allowable, the scale of increments, and the maximum attainable;

(vi) Any special conditions which may be applicable.

(b) A copy of the Staff Regulations and the Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment the staff member shall state that he or she has been acquainted with and accepts the conditions laid down in the Staff Regulations and in the Staff Rules.

(c) The letter of appointment of a staff member on secondment from government service signed by the staff member and by or on behalf of the Secretary-General, and relevant supporting documentation of the terms and conditions of secondment agreed to by the Member State and the staff member, shall be evidence of the existence and validity of secondment from government service to the Organization for the period stated in the letter of appointment.

Annex IV

REPATRIATION GRANT

In principle, the repatriation grant shall be payable to staff members whom the Organization is obligated to repatriate and who at the time of separation are residing, by virtue of their service with the United Nations, outside their country of nationality. The repatriation grant shall not, however, be paid to a staff member who is summarily dismissed. Eligible staff members shall be entitled to a repatriation grant only upon relocation outside the country of the duty station. Detailed conditions and definitions relating to eligibility and requisite evidence of relocation shall be determined by the Secretary-General.

	Staff member with a spouse or dependent child at time of separation	*Staff member with neither a spouse nor dependent child at time of separation*	
		Professional and higher categories	*General Service category*
Years of continuous service away from home country	*Weeks of gross salary, less staff assessment, where applicable*		
1	4	3	2
2	8	5	4
3	10	6	5
4	12	7	6
5	14	8	7
6	16	9	8
7	18	10	9
8	20	11	10
9	22	13	11
10	24	14	12
11	26	15	13
12 or more	28	16	14

APPENDICES TO THE STAFF RULES

Appendix A

PENSIONABLE REMUNERATION FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES AND SALARY SCALES AND PENSIONABLE REMUNERATION FOR STAFF IN THE FIELD SERVICE CATEGORY

Pensionable remuneration for staff in the Professional and higher categories

(United States dollars)

Effective 1 January 2003

	STEPS														
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
Under-Secretary-General															
USG	224 816														
Assistant Secretary-General															
ASG	207 792														
Director															
D-2	172 784	176 712	180 638	184 561	188 487	192 413									
Principal Officer															
D-1	157 049	160 270	163 489	166 704	169 925	173 305	176 756	180 207	183 652						
Senior Officer															
P-5	130 683	133 422	136 160	138 901	141 640	144 377	147 116	149 858	152 594	155 333	158 073	160 818	163 754		
First Officer															
P-4	106 673	109 313	111 948	114 583	117 224	119 859	122 496	125 135	127 771	130 406	133 041	135 686	138 320	140 957	143 596
Second Officer															
P-3	87 673	89 912	92 150	94 384	96 625	98 861	101 098	103 340	105 682	108 130	110 575	113 021	115 468	117 913	120 361
Associate Officer															
P-2	71 927	73 932	75 931	77 933	79 934	81 936	83 937	85 935	87 940	89 941	91 941	93 944			
Assistant Officer															
P-1	56 008	57 937	59 858	61 781	63 706	65 627	67 554	69 475	71 398	73 322					

Salary scale for staff in the Field Service category showing annual gross salaries and net equivalents after application of staff assessment

(United States dollars)

Effective 1 January 2003

Level		STEPS														
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
												•	•			
FS-7	Gross	83 994	86 162	88 330	90 524	92 829	95 137	97 447	99 748	102 056	104 361	106 669	108 979			
	Net D	62 036	63 467	64 898	66 325	67 754	69 185	70 617	72 044	73 475	74 904	76 335	77 767			
	Net S	57 775	59 089	60 401	61 712	63 020	64 332	65 643	66 952	68 263	69 573	70 845	72 102			
												•	•			
FS-6	Gross	68 798	70 788	72 780	74 767	76 755	78 747	80 736	82 732	84 720	86 708	88 698	90 732			
	Net D	52 007	53 320	54 635	55 946	57 258	58 573	59 886	61 203	62 515	63 827	65 141	66 454			
	Net S	48 541	49 749	50 960	52 166	53 372	54 581	55 788	56 999	58 203	59 408	60 613	61 816			
FS-5	Gross	58 496	60 056	61 753	63 450	65 150	66 847	68 545	70 242	71 945	73 642	75 341	77 038	78 736		
	Net D	45 117	46 237	47 357	48 477	49 599	50 719	51 840	52 960	54 084	55 204	56 325	57 445	58 566		
	Net S	42 246	43 260	44 276	45 293	46 325	47 356	48 388	49 418	50 452	51 483	52 515	53 543	54 574		
															•	•
FS-4	Gross	51 225	52 522	53 811	55 104	56 398	57 685	58 975	60 295	61 705	63 114	64 523	65 886	67 342	68 752	70 161
	Net D	39 882	40 816	41 744	42 675	43 605	44 533	45 462	46 395	47 325	48 255	49 185	50 085	51 046	51 976	52 906
	Net S	37 490	38 349	39 190	40 033	40 876	41 718	42 558	43 405	44 246	45 089	45 943	46 773	47 656	48 512	49 366
															•	•
FS-3	Gross	44 871	45 974	47 068	48 168	49 264	50 365	51 464	52 561	53 661	54 754	55 856	56 956	58 056	59 153	60 274
	Net D	35 307	36 101	36 889	37 681	38 470	39 263	40 054	40 844	41 636	42 423	43 216	44 008	44 800	45 590	46 381
	Net S	33 276	34 006	34 734	35 463	36 190	36 920	37 649	38 374	39 091	39 805	40 524	41 241	41 959	42 675	43 391
												•	•			
FS-2	Gross	39 401	40 371	41 346	42 314	43 285	44 256	45 182	46 196	47 168	48 139	49 108	50 078			
	Net D	31 369	32 067	32 769	33 466	34 165	34 864	35 531	36 261	36 961	37 660	38 358	39 056			
	Net S	29 651	30 293	30 936	31 579	32 222	32 867	33 481	34 156	34 799	35 444	36 087	36 729			
FS-1	Gross	34 617	35 471	36 324	37 176	38 028	38 885	39 740	40 590	41 446	42 296					
	Net D	27 924	28 539	29 153	29 767	30 380	30 997	31 613	32 225	32 841	33 453					
	Net S	26 490	27 052	27 616	28 179	28 743	29 309	29 875	30 437	31 002	31 567					

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.
* The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk, for which a two-year period at the preceding step is required.

Pensionable remuneration for staff in the Field Service category

(United States dollars)

Effective 1 January 2003

	STEPS														
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
FS-7	106 086	108 873	111 662	114 444	117 231	120 019	122 809	125 593	128 382	131 165	133 954	136 743			
FS-6	88 251	90 593	92 939	95 275	97 617	99 960	102 299	104 666	107 220	109 781	112 342	114 898			
FS-5	75 972	77 965	79 964	81 962	83 962	85 959	87 958	89 954	91 954	93 952	95 951	97 946	99 945		
FS-4	66 639	68 302	69 957	71 616	73 273	74 931	76 589	78 251	79 906	81 565	83 223	84 826	86 538	88 197	89 855
FS-3	58 482	59 896	61 305	62 716	64 122	65 535	66 947	68 354	69 766	71 168	72 582	73 991	75 406	76 812	78 225
FS-2	51 524	52 708	53 959	55 202	56 448	57 693	58 883	60 184	61 429	62 679	63 921	65 167			
FS-1	45 862	46 874	47 883	48 889	49 897	50 911	51 920	52 990	54 087	55 179					

Appendix B

SALARY SCALES FOR STAFF IN THE GENERAL SERVICE, SECURITY SERVICE, TRADES AND CRAFTS AND PUBLIC INFORMATION ASSISTANT CATEGORIES AT HEADQUARTERS

Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 May 2002

Level		*STEPS*										
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*
7	(Gross)	55 034	57 234	59 434	61 752	64 112	66 471	68 830	71 190	73 549	75 909	78 268*
	(Gross pension)	53 842	55 956	58 069	60 183	62 296	64 448	66 648	68 846	71 046	73 245	75 445*
	(Total net)	42 725	44 353	45 981	47 609	49 237	50 865	52 493	54 121	55 749	57 377	59 005*
	(Net pension)	42 725	44 353	45 981	47 609	49 237	50 865	52 493	54 121	55 749	57 377	59 005*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
6	(Gross)	49 558	51 545	53 531	55 518	57 504	59 491	61 584	63 714	65 845	67 975	70 106*
	(Gross pension)	48 577	50 486	52 395	54 303	56 213	58 121	60 030	61 940	63 863	65 849	67 836*
	(Total net)	38 673	40 143	41 613	43 083	44 553	46 023	47 493	48 963	50 433	51 903	53 373*
	(Net pension)	38 673	40 143	41 613	43 083	44 553	46 023	47 493	48 963	50 433	51 903	53 373*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
5	(Gross)	44 561	46 378	48 176	49 973	51 770	53 568	55 365	57 162	58 959	60 812	62 739*
	(Gross pension)	43 793	45 520	47 247	48 975	50 702	52 429	54 156	55 884	57 611	59 338	61 064*
	(Total net)	34 990	36 320	37 650	38 980	40 310	41 640	42 970	44 300	45 630	46 960	48 290*
	(Net pension)	34 990	36 320	37 650	38 980	40 310	41 640	42 970	44 300	45 630	46 960	48 290*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
4	(Gross)	40 104	41 730	43 355	44 981	46 607	48 232	49 858	51 484	53 109	54 735	56 361*
	(Gross pension)	39 487	41 050	42 613	44 176	45 741	47 304	48 867	50 430	51 993	53 557	55 120*
	(Total net)	31 677	32 880	34 083	35 286	36 489	37 692	38 895	40 098	41 301	42 504	43 707*
	(Net pension)	31 677	32 880	34 083	35 286	36 489	37 692	38 895	40 098	41 301	42 504	43 707*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
3	(Gross)	36 166	37 584	39 003	40 438	41 914	43 389	44 865	46 341	47 816	49 292	50 768*
	(Gross pension)	35 561	36 978	38 395	39 813	41 230	42 647	44 065	45 481	46 899	48 316	49 733*
	(Total net)	28 648	29 740	30 832	31 924	33 016	34 108	35 200	36 292	37 384	38 476	39 568*
	(Net pension)	28 648	29 740	30 832	31 924	33 016	34 108	35 200	36 292	37 384	38 476	39 568*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
2	(Gross)	32 644	33 927	35 210	36 494	37 777	39 060	40 357	41 692	43 027	44 362*	
	(Gross pension)	32 033	33 317	34 600	35 883	37 167	38 450	39 734	41 017	42 301	43 584*	
	(Total net)	25 936	26 924	27 912	28 900	29 888	30 876	31 864	32 852	33 840	34 828*	
	(Net pension)	25 936	26 924	27 912	28 900	29 888	30 876	31 864	32 852	33 840	34 828*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
1	(Gross)	29 448	30 608	31 768	32 927	34 087	35 247	36 406	37 566	38 726*		
	(Gross pension)	28 985	30 087	31 189	32 320	33 479	34 638	35 798	36 956	38 116*		
	(Total net)	23 475	24 368	25 261	26 154	27 047	27 940	28 833	29 726	30 619*		
	(Net pension)	23 475	24 368	25 261	26 154	27 047	27 940	28 833	29 726	30 619*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

Dependency allowances (net per annum):

	$
Child	1 932
Except for the first dependent child of a single, widowed or divorced staff member	3 127
Dependent spouse	3 321
Secondary dependant	1 318

Language allowances (to be included in pensionable remuneration)

First language	1 752 net per annum.
Second language	876 net per annum.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* **Long-service step:**
Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable salary is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable salary is that part of net salary that is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salary.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: The non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Salary scale for staff in the Security Service category at Headquarters

(United States dollars)

Effective 1 May 2002

Level		STEPS I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
7	(Gross)	71 375	74 207	77 039	79 871	82 703	85 535	88 367	91 199	94 030*				
	(Gross pension)	69 026	71 665	74 305	76 945	79 584	82 223	84 864	87 504	90 144*				
	(Total net)	54 249	56 203	58 157	60 111	62 065	64 019	65 973	67 927	69 881*				
	(Net pension)	54 249	56 203	58 157	60 111	62 065	64 019	65 973	67 927	69 881*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
6	(Gross)	66 010	68 646	71 283	73 919	76 555	79 191	81 828	84 464	87 100*				
	(Gross pension)	64 011	66 471	68 930	71 390	73 849	76 308	78 767	81 227	83 686*				
	(Total net)	50 547	52 366	54 185	56 004	57 823	59 642	61 461	63 280	65 099*				
	(Net pension)	50 547	52 366	54 185	56 004	57 823	59 642	61 461	63 280	65 099*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
5	(Gross)	60 610	63 059	65 509	67 958	70 407	72 857	75 306	77 755	80 204*				
	(Gross pension)	59 156	61 350	63 549	65 834	68 118	70 402	72 687	74 972	77 256*				
	(Total net)	46 821	48 511	50 201	51 891	53 581	55 271	56 961	58 651	60 341*				
	(Net pension)	46 821	48 511	50 201	51 891	53 581	55 271	56 961	58 651	60 341*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
4	(Gross)	55 453	57 547	59 642	61 862	64 109	66 355	68 601	70 848	73 094*				
	(Gross pension)	54 244	56 258	58 270	60 282	62 295	64 341	66 436	68 530	70 625*				
	(Total net)	43 035	44 585	46 135	47 685	49 235	50 785	52 335	53 885	55 435*				
	(Net pension)	43 035	44 585	46 135	47 685	49 235	50 785	52 335	53 885	55 435*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
3	(Gross)	51 914	53 558	55 203	56 847	58 492	60 146	61 910	63 674	65 438	67 201	68 965*		
	(Gross pension)	50 845	52 425	54 005	55 584	57 164	58 744	60 323	61 904	63 483	65 127	66 772*		
	(Total net)	40 416	41 633	42 850	44 067	45 284	46 501	47 718	48 935	50 152	51 369	52 586*		
	(Net pension)	40 416	41 633	42 850	44 067	45 284	46 501	47 718	48 935	50 152	51 369	52 586*		
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*		
2	(Gross)	46 793	48 278	49 764	51 249	52 734	54 219	55 704	57 189	58 674	60 171	61 764	63 357	64 949*
	(Gross pension)	45 922	47 349	48 776	50 202	51 629	53 055	54 482	55 910	57 336	58 763	60 190	61 617	63 044*
	(Total net)	36 627	37 726	38 825	39 924	41 023	42 122	43 221	44 320	45 419	46 518	47 617	48 716	49 815*
	(Net pension)	36 627	37 726	38 825	39 924	41 023	42 122	43 221	44 320	45 419	46 518	47 617	48 716	49 815*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
1	(Gross)	41 659	42 991*											
	(Gross pension)	40 984	42 284*											
	(Total net)	32 828	33 813*											
	(Net pension)	32 828	33 813*											
	(NPC)	0	0											

Dependency allowances (net per annum):

	$
Child	1 932
Except for the first dependent child of a single, widowed or divorced staff member	3 127
Dependent spouse	3 321
Secondary dependant	1 318

Language allowances (to be included in pensionable remuneration)

First language	1 752 net per annum.
Second language	876 net per annum.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

- **Long-service step:**
  Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

  The qualifying criteria for in-grade increases to the long-service step are as follows:

  (a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
  (b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable salary is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable salary is that part of net salary that is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salary.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: The non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Salary scale for staff in the Public Information Assistant and Tour Coordinator/Supervisor category at Headquarters

(United States dollars)

Effective 1 May 2002

Level		*STEPS*				
		I	*II*	*III*	*IV*	*V*
Tour Coordinator/Supervisor and Briefing Assistant[a]	(Gross)	48 495	50 909	53 324	55 739	58 154
	(Gross pension)	47 557	49 878	52 196	54 517	56 836
	(Total net)	37 886	39 673	41 460	43 247	45 034
	(Net pension)	37 886	39 673	41 460	43 247	45 034
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	42 659	44 522	46 384	48 246	50 108
	(Gross pension)	41 950	43 739	45 526	47 315	49 105
	(Total net)	33 568	34 946	36 324	37 702	39 080
	(Net pension)	33 568	34 946	36 324	37 702	39 080
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	39 138	40 804			
	(Gross pension)	38 531	40 165			
	(Total net)	30 936	32 195			
	(Net pension)	30 936	32 195			
	(NPC)	0	0			

[a] Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public Information Assistant I	6 months
Public Information Assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency allowances (net per annum):

	$
Child	1 932
Except for the first dependent child of a single, widowed or divorced staff member	3 127
Dependent spouse	3 321
Secondary dependant	1 318

Language allowances: not entitled.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable salary is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable salary is that part of net salary that is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salary.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: The non-pensionable component is that part of net salary excluded from the application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 May 2002

Level		STEPS I	II	III	IV	V	VI	VII*
TC-8	(Gross)	67 361	69 748	72 135	74 522	76 909	79 296	81 683
	(Gross pension)	65 276	67 503	69 729	71 955	74 181	76 408	78 634
	(Total net)	51 479	53 126	54 773	56 420	58 067	59 714	61 361
	(Net pension)	51 479	53 126	54 773	56 420	58 067	59 714	61 361
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	63 058	65 309	67 559	69 810	72 061	74 312	76 562
	(Gross pension)	61 351	63 369	65 463	67 561	69 659	71 758	73 856
	(Total net)	48 510	50 063	51 616	53 169	54 722	56 275	57 828
	(Net pension)	48 510	50 063	51 616	53 169	54 722	56 275	57 828
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	58 839	60 867	62 978	65 090	67 201	69 313	71 425
	(Gross pension)	57 499	59 391	61 283	63 174	65 129	67 097	69 065
	(Total net)	45 541	46 998	48 455	49 912	51 369	52 826	54 283
	(Net pension)	45 541	46 998	48 455	49 912	51 369	52 826	54 283
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	54 835	56 676	58 516	60 383	62 357	64 330	66 304
	(Gross pension)	53 645	55 415	57 184	58 955	60 724	62 493	64 294
	(Total net)	42 578	43 940	45 302	46 664	48 026	49 388	50 750
	(Net pension)	42 578	43 940	45 302	46 664	48 026	49 388	50 750
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	50 830	52 543	54 257	55 970	57 684	59 397	61 191
	(Gross pension)	49 800	51 446	53 092	54 740	56 386	58 032	59 679
	(Total net)	39 614	40 882	42 150	43 418	44 686	45 954	47 222
	(Net pension)	39 614	40 882	42 150	43 418	44 686	45 954	47 222
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	46 820	48 408	49 996	51 584	53 172	54 759	56 347
	(Gross pension)	45 948	47 473	48 997	50 523	52 048	53 573	55 098
	(Total net)	36 647	37 822	38 997	40 172	41 347	42 522	43 697
	(Net pension)	36 647	37 822	38 997	40 172	41 347	42 522	43 697
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	42 832	44 286	45 741	47 195	48 649	50 103	51 557
	(Gross pension)	42 110	43 507	44 905	46 303	47 702	49 101	50 499
	(Total net)	33 696	34 772	35 848	36 924	38 000	39 076	40 152
	(Net pension)	33 696	34 772	35 848	36 924	38 000	39 076	40 152
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	38 851	40 132	41 459	42 786	44 114	45 441	46 768
	(Gross pension)	38 243	39 519	40 794	42 069	43 344	44 619	45 894
	(Total net)	30 716	31 698	32 680	33 662	34 644	35 626	36 608
	(Net pension)	30 716	31 698	32 680	33 662	34 644	35 626	36 608
	(NPC)	0	0	0	0	0	0	0

Dependency allowances (net per annum):	$
Child	1 932
Except for the first dependent child of a single, widowed or divorced staff member	3 127
Dependent spouse	3 321
Secondary dependant	1 318

Language allowances (to be included in pensionable remuneration)	
First language	1 752 net per annum.
Second language	876 net per annum.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable salary is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable salary is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salary.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: The non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary The non-pensionable component has been established at 0 per cent.

Appendix F

SALARY SCALE FOR STAFF IN THE LANGUAGE TEACHER CATEGORY AT HEADQUARTERS

(United States dollars)

Effective 1 May 2002

Level		*STEPS*											
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII**
Language Teacher	(Gross)	59 569	61 703	63 868	66 033	68 199	70 364	72 529	74 694	76 859	79 025	81 190	83 355
	(Gross pension)	58 197	60 138	62 078	64 040	66 058	68 077	70 097	72 115	74 134	76 153	78 172	80 191
	(Total net)	46 081	47 575	49 069	50 563	52 057	53 551	55 045	56 539	58 033	59 527	61 021	62 515
	(Net pension)	46 081	47 575	49 069	50 563	52 057	53 551	55 045	56 539	58 033	59 527	61 021	62 515
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Work schedule: the yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided for in the Staff Rules is treated as special leave with pay.

Dependency allowances (net per annum):

	$
Child	1 932
Except for the first dependent child of a single, widowed or divorced staff member	3 127
Dependent spouse	3 321
Secondary dependant	1 318

Language allowances: not entitled.

* Long-service step:
The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable salary is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable salary is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salary.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: The non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Appendix G

EDUCATION GRANT ENTITLEMENTS APPLICABLE IN CASES WHERE EDUCATIONAL EXPENSES ARE INCURRED IN SPECIFIED CURRENCIES AND COUNTRIES

Country currency area	*(1)* *Maximum admissible educational expenses and maximum grant for disabled children*	*(2)* *Maximum education grant*	*(3)* *Flat rate when boarding not provided*	*(4)* *Additional flat rate for boarding (for staff serving at designated duty stations)*	*(5)* *Maximum grant for staff members serving at designated duty stations*	*(6)* *Maximum admissible educational expenses for attendance (only when flat rate for boarding is paid)*
Part A						
Euro						
Austria	13 618	10 214	3 300	4 949	15 163	9 219
Belgium	12 898	9 673	3 147	4 720	14 393	8 701
Germany	15 736	11 802	3 794	5 690	17 492	10 677
Finland	9 082	6 812	2 382	3 572	10 384	5 907
France	9 330	6 997	2 672	4 008	11 005	5 767
Ireland	9 997	7 498	2 652	3 978	11 476	6 461
Italy	13 518	10 138	2 696	4 044	14 182	9 923
Luxembourg	12 898	9 673	3 147	4 720	14 393	8 701
Monaco	9 330	6 997	2 672	4 008	11 005	5 767
Netherlands	13 085	9 814	3 521	5 282	15 096	8 391
Spain	10 586	7 940	2 606	3 908	11 848	7 112
Danish krone	77 400	58 050	23 062	34 592	92 642	46 651
Japanese yen	2 301 120	1 725 840	525 930	788 895	2 514 735	1 599 880
Norwegian krone	71 632	53 724	17 978	26 967	80 691	47 661
Pound sterling	15 900	11 925	3 104	4 656	16 581	11 761
Swedish krona	91 575	68 681	22 127	33 190	101 871	62 072
Swiss franc	25 347	19 010	5 182	7 773	26 783	18 437
Part B						
United States dollar (outside the United States of America)	14 820	11 115	3 490	5 235	16 350	10 167
Part C						
United States dollar (in the United States)*	25 743	19 307	4 742	7 113	26 420	19 420

*Also applies, as a special measure, for China, Indonesia, Romania and the Russian Federation.

United Nations ST/SGB/2003/2

Secretariat

1 January 2003

Secretary-General's bulletin

Amendments to the 200 series of the Staff Rules (ST/SGB/2002/2)

The Secretary-General, pursuant to staff regulations 12.2, 12.3 and 12.4 and staff rule 212.1 (a), hereby promulgates the text of the amendments to the 200 series of the Staff Rules promulgated in Secretary-General's bulletin ST/SGB/2002/2. The text of the amendments is set out in the annex to the present bulletin.

Section 1
Purpose

1.1 The text of the Staff Rules listed below is amended for the reasons set out below in relation to each rule:

(a) Rule 201.2, Basic rights and obligations of project personnel, is amended by adding a new paragraph (j) to clarify that undue influence in the administration of justice process will not be tolerated and will be treated as misconduct. The subsequent paragraphs of the rule are renumbered accordingly;

(b) Rule 203.9, Daily subsistence allowance, is amended to simplify the text and harmonize it with the corresponding provision in the 100 series of the Staff Rules;

(c) Rule 204.3, Types of appointment, is retitled Types of appointment and re-employment, and is amended to clarify that the agreement reached by the Consultative Committee on Administrative Questions in 1963 also applies to project personnel. The paragraphs of the rule are renumbered accordingly;

(d) Rule 207.17, Computation of the daily subsistence allowance while in travel status, is amended to formalize a long-standing practice under which no subsistence allowance is paid to project personnel who travel on appointment, assignment or repatriation, except for authorized stop overs that are actually made;

(e) Rule 210.1, Disciplinary measures, is amended to remove previously existing restrictions on project personnel's choice of counsel in disciplinary proceedings and appeals;

(f) Appendix II is amended to reflect the amendments made by ST/SGB/2003/1 to staff rule 111.1, Establishment [of Joint Appeals Boards], and staff rule 111.2, Appeals.

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1.2 Attached for insertion into the printed copy of ST/SGB/2002/2 are new pages containing the amendments to Staff Rules and the changes in the Staff Regulations and their annexes, and in the appendices to the Staff Rules, resulting from General Assembly resolution 57/285 of 20 December 2002.

Section 2
Final provisions

Unless otherwise indicated, the amendments introduced in the present bulletin shall enter into force on 1 January 2003.

(*Signed*) Kofi A. **Annan**
Secretary-General

Chapter I

DUTIES, OBLIGATIONS AND PRIVILEGES

Rule 201.1

Status of project personnel

(a) The declaration made by project personnel on appointment shall be placed in their official status file. A new declaration shall be made after a break in service that exceeds three months.

(b) The declaration administered under regulation 1.1 (b) shall not prevent the close collaboration of project personnel with a Government pursuant to an agreement between that Government and the United Nations.

Rule 201.2

Basic rights and obligations of project personnel

General

(a) Disciplinary procedures set out in article X of the Staff Regulations and chapter X of the Staff Rules may be instituted against project personnel who fail to comply with their obligations and the standards of conduct set out in the Charter of the United Nations, the Staff Regulations and Rules, the Financial Regulations and Rules and all administrative issuances.

(b) Project personnel shall follow the directions and instructions properly issued by the Secretary-General and their supervisors.

(c) Project personnel must comply with local laws and honour their private legal obligations, including, but not limited to, the obligation to honour orders of competent courts.

Specific instances of prohibited conduct

(d) Any form of discrimination or harassment, including sexual or gender harassment, as well as physical or verbal abuse at the workplace or in connection with work, is prohibited.

(e) Project personnel shall not disrupt or otherwise interfere with any meeting or other official activity of the Organization, nor shall they threaten, intimidate or otherwise engage in any conduct intended, directly or indirectly, to interfere with the ability of other project personnel or staff members to discharge their official duties.

(f) Project personnel shall not intentionally misrepresent their functions, official title or the nature of their duties to Member States or to any entities or persons external to the United Nations.

(g) Project personnel shall not intentionally alter, destroy, misplace or render useless any official document, record or file entrusted to them by virtue of their functions, which document, record or file is intended to be kept as part of the records of the Organization.

(h) Project personnel shall not seek to influence Member States, principal or subsidiary organs of the United Nations or expert groups in order to obtain a change from a position or decision taken by the Secretary-General, including decisions relating to the financing of Secretariat programmes or units, or in order to secure support for improving their personal situation or the personal situation of other project personnel or staff members or for blocking or reversing unfavourable decisions regarding their status or their colleagues' status.

(i) Project personnel shall neither offer nor promise any favour, gift, remuneration or any other personal benefit to another staff member or to any third party with a view to causing him or her to perform, fail to perform or delay the performance of any official act. Similarly, project personnel shall neither seek nor accept any favour, gift, remuneration or any other personal benefit from other project personnel, staff members or any third party in exchange for performing, failing to perform or delaying the performance of any official act.

(j) Project personnel shall not unduly interfere or seek to interfere in the proper establishment or the functioning of the joint bodies established under articles X and XI of the Staff Regulations to advise the Secretary-General on disciplinary matters or on appeals by staff members against an administrative decision. Similarly, project personnel shall not unduly influence or attempt to influence any individual participating in the process in the exercise of his or her functions. Nor shall any project personnel threaten, retaliate or attempt to retaliate against such individuals or against staff members or project personnel exercising their right to appeal against administrative decisions.

Honours, gifts or remuneration

(k) Acceptance by project personnel of any honour, decoration, favour, gift or remuneration from non-governmental sources requires the prior approval of the Secretary-General. Approval shall be granted only in exceptional cases and where such acceptance is not incompatible with the interests of the Organization and with the project personnel's status as international civil servants. However, project personnel may occasionally accept, without prior approval, minor gifts of essentially nominal value having regard to the duty station concerned, provided that all such gifts are promptly disclosed to the head of the office, who may direct that the gift be entrusted to the Organization or returned to the donor.

(l) The Secretary-General may authorize project personnel to accept from a non-governmental source or a university academic awards, distinctions and tokens of a commemorative or honorary character, such as scrolls, certificates, trophies or other items of essentially nominal monetary value.

(m) Project personnel, as part of their official functions, will be expected from time to time to attend governmental or other functions, such as meals and diplomatic receptions. Such attendance is not considered receipt of a favour, gift or remuneration within the meaning of the Staff Regulations and Rules.

(n) The Secretary-General may, in exceptional cases, provided that this is in the interest of the United Nations and not incompatible with project personnel's status, authorize them to receive from a non-governmental source an honour, decoration, favour, gift or remuneration other than those referred to in rules 201.2 (k) to (m) above.

Conflict of interest

(o) Project personnel who have occasion to deal in their official capacity with any matter involving a profit-making business or other concern in which they hold a financial interest, directly or indirectly, shall disclose the measure of that interest to the Secretary-General and, except as otherwise authorized by the Secretary-General, either dispose of that financial interest or formally excuse themselves from participating with regard to any involvement in that matter which gives rise to the conflict-of-interest situation.

(p) The Secretary-General shall establish procedures for the filing and utilization of financial disclosure statements.

Outside activities

(q) Project personnel shall not, except in the normal course of official duties or with the prior approval of the Secretary-General, engage in any of the following acts, if such act relates to the purpose, activities or interests of the United Nations:

(i) Issue statements to the press, radio or other agencies of public information;

(ii) Accept speaking engagements;

(iii) Take part in film, theatre, radio or television productions;

(iv) Submit articles, books or other material for publication.

(r) Membership in a political party is permitted, provided that such membership does not entail action, or an obligation to take action, by the project personnel contrary to staff regulation 1.2 (h). The payment of normal financial contributions to a political party shall not be construed as an activity inconsistent with the principles set out in staff regulation 1.2 (h).

(s) The Secretary-General shall establish procedures whereby project personnel may seek in confidence clarification as to whether proposed outside activities would conflict with their status as international civil servants.

Travel and per diem for outside activities

(t) Project personnel who are authorized by the Secretary-General to participate in activities organized by a Government, intergovernmental organization, non-governmental organization or other private source may receive from the Government, intergovernmental organization, non-governmental organization or private source accommodation and travel and subsistence allowance generally in line with those payable by the United Nations. In such cases, the travel subsistence allowance that may otherwise be payable by the United Nations shall be reduced as envisaged by rules 207.16 (a) and 203.9 (f).

Rule 201.3

Performance of project personnel

(a) The performance of project personnel shall be evaluated to assess their efficiency, competence and integrity and to ensure their compliance with the standards set out in the Staff Regulations and Rules for purposes of accountability.

(b) Performance reports shall be prepared in accordance with procedures established by the Secretary-General.

Rule 201.4

Hours of work and official holidays

(a) Project personnel shall observe the working hours established for the duty station or established by the senior officer in the field in consultation with representatives of other international organizations in the area.

(b) The number of official holidays shall be 10 days in each year, including those mandated by the General Assembly, which shall be observed at all duty stations and in the field. When an official holiday falls on a non-working day, the preceding or following working day which is closest to the holiday shall be observed as an official holiday.

(c) The official holidays not mandated by the General Assembly shall be determined by the Secretary-General at Headquarters, by the head of office at other duty stations or by the senior officer in the field in consultation with representatives of other international organizations in the area.

Article II

CLASSIFICATION OF POSTS AND STAFF

Regulation 2.1

In conformity with principles laid down by the General Assembly, the Secretary-General shall make appropriate provision for the classification of posts and staff according to the nature of the duties and responsibilities required.

(h) Two return journeys may be paid for children of eligible project personnel serving at designated duty stations, under conditions established by the Secretary-General.

Tuition in the mother tongue

(i) Tuition in the mother tongue under staff regulation 3.2 (c) may be reimbursed subject to conditions established by the Secretary-General.

Special education grant for disabled children

(j) A special education grant for disabled children shall be available to project personnel in intermediate-term or long-term status, whether or not serving in their home country. The amounts to which project personnel are entitled under the grant are set out in appendix III to the present Rules, under conditions established by the Secretary-General.

Claims

(k) Claims for the education grant shall be made in accordance with conditions established by the Secretary-General.

Rule 203.9

Daily subsistence allowance

(a) Except for those who normally reside in the mission area, project personnel in short-term status shall receive, during the period of their service in the mission area, a subsistence allowance at such daily rates as are approved from time to time by the Secretary-General. The allowance shall be payable in local currency.

(b) The daily subsistence allowance shall normally be computed on the basis of the average cost for a reasonable standard of board and lodging plus an amount to cover incidental expenses such as service charges, gratuities and laundry. The daily subsistence allowance shall normally be based on costs in the capital city and the same rate shall apply throughout the country, provided that, where there exists a significant disparity in costs as between the capital city and other parts of the country, separate rates may be established for areas outside the capital city.

(c) The daily subsistence allowance for a period of stay in one place within a country may be fixed at a lower rate after 60 days and further reduced after 120 days, consecutive or otherwise.

(d) When project personnel in intermediate-term or long-term status are to serve at a duty station for less than one year, the Secretary-General shall decide whether to pay a daily subsistence allowance for the duration of such a tour of duty or pay assignment grant under rule 203.10, the hardship and non-removal elements of the mobility and hardship allowance under rule 203.11 and the post adjustment under rule 203.5.

(e) Daily subsistence allowances under this rule shall continue to be paid during periods of authorized sick leave, except that if project personnel are hospitalized, only one third of the relevant daily rate shall be paid.

(f) The applicable rate of the daily subsistence allowance shall be subject to reduction when lodging or meals are provided free of charge by the United Nations, by a Government or by a related institution.

Rule 203.10

Installation

(Cancelled)

Rule 203.10

Assignment grant

(a) Except for special mission service, project personnel who travel at United Nations expense to a duty station for an assignment expected to be of at least one year's duration shall be paid an assignment grant, subject to the conditions set forth below.

(b) The amount of the assignment grant shall be equivalent to:

(i) Thirty days of subsistence allowance at the daily rate applicable under rule 203.9 (a) above;

(ii) Thirty days of subsistence allowance at half such daily rate in respect of each family member for whom travel expenses have been paid by the United Nations under rule 207.2 (a) (i).

The above-mentioned amounts shall be calculated on the basis of the rate prevailing on the date of arrival at the duty station of the individual or of his or her family member.

(c) Under conditions established by the Secretary-General, the limit of 30 days provided in paragraph (b) above may be extended to a maximum of 90 days. The amount of the grant during the extended period shall be up to 60 per cent of the appropriate prevailing rate.

(d) In addition to any amount of grant paid under paragraph (b) above, a lump sum calculated on the basis of the project personnel's net base salary and, where appropriate, post adjustment at the duty station of assignment may be paid under conditions established by the Secretary-General. The lump sum shall be payable at the following rates:

(i) At headquarters duty stations and other designated duty stations, a lump sum equivalent to one month's net base salary and, where appropriate, post adjustment, provided the individual is not entitled to removal costs under staff rule 200.1 (a);

(ii) At all other duty stations:

a. Where the individual is entitled to removal costs under rule 200.1 (a), one month's net base salary and, where appropriate, post adjustment;

b. Where the individual is not entitled to removal costs, one month's net base salary and, where appropriate, post adjustment if the assignment is for less than three years, and two months' net base salary and, where appropriate, post adjustment if the assignment is for three years or more.

If an assignment for less than three years is extended to three years or more, the staff member shall be paid at that time a second one-month lump sum.

(e) If a change of official duty station or a new appointment involves a return to a place at which the individual was previously stationed, the full amount of the assignment grant shall not be payable unless the individual has been absent from the place for at least one year. In the case of a shorter absence, the amount payable shall normally be that proportion of the full grant which the completed months of absence bear to one year.

(f) Where both husband and wife are employed by the United Nations and travel at United Nations expense to a duty station, and taking into account rule 204.7, the assignment grant shall be paid to each in respect of himself or herself. If they have a dependent child or children, the assignment grant in respect of such child or children shall be paid to the project personnel on whom each child is recognized to be dependent.

(g) If both husband and wife would otherwise qualify for the lump sum portion of the grant, such lump sum shall only be paid to the spouse whose lump sum portion yields the higher amount.

Chapter IV

APPOINTMENT

Rule 204.1

Letter of appointment

The letter of appointment granted to project personnel shall contain expressly or by reference the terms and conditions of employment.

Rule 204.2

Effective date of appointment

The appointment of project personnel shall take effect from the date on which they enter into official travel status to assume their duties or, if no official travel is involved, from the date on which they enter upon their duties.

Rule 204.3

Types of appointment and re-employment

(a) Project personnel shall be granted temporary appointments as follows:

(i) Temporary appointments shall be for a fixed term and shall expire without notice on the date specified in the respective letter of appointment. They may be for service in one or more mission areas and may be for short, intermediate or long term, as defined in rule 200.2 (f).

(ii) Project personnel who are initially granted appointments for less than one year but whose appointments are subsequently extended so that the total continuous contractual service is one year or more but less than five years shall be considered to be in intermediate-term status with effect from the date from which their appointment is extended or converted to intermediate-term status.

(iii) Project personnel in intermediate-term status who complete five years' continuous service and whose appointments are extended for at least one further year shall be considered to be in long-term status with effect from the date on which they complete five years' continuous service.

(iv) A temporary appointment does not carry any expectancy of renewal.

(b) Former project personnel who are re-employed shall be given a new appointment, the terms of which shall be fully applicable without regard to any period of former service. However, when project personnel receive a new appointment in the United Nations common system less than twelve months after separation, any entitlement, benefit or accrual project personnel may have when separated at the end of the new appointment shall be adjusted in such a way that the total payments on subsequent separations do not exceed the amounts that would have been paid had the service been continuous.

Rule 204.4

Notification by project personnel and obligation to supply information

On appointment, project personnel shall be responsible for supplying the Secretary-General with any information that may be required for the purpose of determining their status under these rules and for completing administrative arrangements in connection with their appointments. Specifically, this requirement shall include information on nationality, passport and visa, marital status, dependency status, information relevant to home leave and designation of beneficiary. They shall be responsible also for promptly notifying the Secretary-General, in writing, of any subsequent changes affecting their status under these Rules.

Rule 204.5

Nationality

(a) In the application of these Rules, the United Nations shall not recognize more than one nationality for project personnel.

(b) When project personnel have been legally accorded nationality status by more than one State, nationality for the purpose of these Rules shall be the nationality of the State with which, in the opinion of the Secretary-General, the individual is most closely associated.

Rule 204.6

Medical examination

(a) Project personnel shall undergo a medical examination prior to appointment. The examination shall be made by a United Nations medical officer or, if no such officer has been designated, by another qualified member of the medical profession. A report on the examination shall be submitted to and approved by the United Nations Medical Director before the individual leaves the home country and shall include an opinion on the individual's fitness for living, working and travelling under the conditions in the country to which he or she is assigned for duty.

(b) Project personnel may be required to undergo periodic medical examinations. They shall undergo a medical examination on separation from service, and the report on this last examination shall be submitted to the United Nations Medical Director for review.

Rule 204.7

Effect of marriage on contractual status and entitlements

Where both husband and wife are employed by the United Nations, their contractual status shall not be affected by their marriage, but their entitlements and other benefits shall be modified as provided in the relevant staff regulations and rules. However, if the spouses maintain separate households because they are assigned to different duty stations, the Secretary-General may decide to maintain separate entitlements and benefits, provided that this is not inconsistent with any staff regulation or other decision of the General Assembly. The same modifications shall apply in the case of an individual whose spouse is employed by another organization participating in the United Nations common system.

an overnight stay away from the residence, no allowance shall be paid for a journey of less than 10 hours, and 40 per cent of the allowance shall be paid for a journey of 10 hours or more.

(b) Where travel is by sea, a full day's allowance at the appropriate rate shall be paid for the day of arrival at the port of disembarkation provided that the traveller remains in official travel status for more than 12 hours thereafter. No allowance shall be paid for the day on which embarkation takes place. This payment shall be in addition to the transit allowance under rule 207.18.

(c) No allowance shall be paid when a traveller returns to his or her official duty station within 12 hours after departure.

(d) When it is necessary for the purpose of computing the amount of daily subsistence allowance payable to specify the "hour of departure" and the "hour of arrival", these shall be considered as the time when the train, vessel or airplane used by the traveller actually departs from or arrives at its terminal.

(e) No travel subsistence allowance shall be payable in respect of travel on appointment, assignment or repatriation, and in respect of travel on home leave, family visit or education grant, provided that the allowance may be paid for stopovers actually made during such travel under conditions established by the Secretary-General. Where travel at United Nations expense is authorized for medical, safety, security or other reasons under rule 207.1 (vi) or 207.2 (a) (v), an appropriate amount of subsistence allowance may be paid at the discretion of the Secretary-General.

(effective 1 September 2002)

Rule 207.18

Expenses while in transit by sea

(a) Project personnel authorized to travel by sea shall be entitled to a transit allowance instead of the daily subsistence allowance under rule 207.16. This allowance is a fixed amount designed to cover such expenditures as project personnel are normally obliged to incur on board ship.

(b) The Secretary-General shall, from time to time, establish the transit allowance payable for specified journeys by sea, taking into account the cost of fares and the number of dependants accompanying the individual at the Organization's expense.

Rule 207.19

Miscellaneous travel expenses

Necessary additional expenses incurred by project personnel in connection with the transaction of official business while in the performance of authorized travel shall be reimbursed by the United Nations after completion of travel, provided that the necessity and the nature of the expenses are satisfactorily explained and supported by proper receipts, which shall normally be required for any expenditures in excess of $20.00. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

(i) Hire of local transportation other than that provided for under rule 207.15;

(ii) Telephone, telegraph, radio and cable messages on official business;

(iii) Transfer of authorized baggage by railway express or other appropriate agency;

(iv) Hire of room for official use;

(v) Stenographic or word-processing services or rental of equipment required for the preparation of official reports or correspondence;

(vi) Transportation or storage of baggage or property used on official business;

(vii) Passport and visa costs.

Rule 207.20

Excess baggage and unaccompanied shipments

Excess baggage

(a) For the purpose of these Rules, "excess baggage" shall mean baggage in excess of accompanied baggage carried without extra charge by transportation companies.

(b) Project personnel travelling by air shall be entitled to reimbursement of the cost of excess baggage for themselves and their eligible family members to the extent of the difference between their free baggage allowance and the free baggage allowance in first-class air travel, subject to conditions established by the Secretary-General.

(c) Additional excess baggage by air may be authorized for project personnel when, in the opinion of the Secretary-General, the circumstances so warrant. Wherever possible, however, such additional excess baggage will be shipped as unaccompanied shipment by air.

General provisions on unaccompanied shipments

(d) For the purpose of these Rules, "personal effects and household goods" shall mean effects and goods normally required for personal or household use, excluding animals and power-assisted vehicles.

(e) Unaccompanied shipments shall normally be made in one consignment, and shall be reimbursed on the basis of the maximum entitlement provided under this rule for transportation by the most economical means, as determined by the Secretary-General, between the places of departure and destination of the authorized travel of the project personnel and their family members.

(f) The normal costs of packing, crating and lift vans, cartage, unpacking and uncrating shall be reimbursed for the shipment of the maximum entitlements set by this rule, except for shipments under subparagraph (h) (i) below, for which the cost of cartage only shall be paid. Costs for the servicing, dismantling, installing or special packing of personal effects and household goods shall not be reimbursed. Storage and demurrage charges shall not be reimbursed unless, in the opinion of the Secretary-General, they are directly incidental to the transportation of the consignment.

(g) The weight or volume of unaccompanied shipments of personal effects and household goods for which expenses are borne by the Organization under this rule shall include packing but exclude crating and lift vans.

Unaccompanied shipments on home leave, family visit or education grant travel

(h) When the authorized travel is by air or by land, charges for unaccompanied shipment of personal effects or household goods relating to travel on home leave, family visit or education grant may be reimbursed to a maximum of:

(i) 50 kilograms or 0.31 cubic metres by the most economical means per person in respect of each journey, except as provided in subparagraph (ii) below. At the request of the individual, this entitlement may be converted to 10 additional kilograms of accompanied excess baggage per person;

(ii) 200 kilograms or 1.24 cubic metres by the most economical means for travel on education grant in regard to the first outward journey to, and the final return journey from, an educational institution.

Unaccompanied shipments for project personnel in short-term status

(i) Project personnel in short-term status may be authorized the shipment of personal effects and household goods by the most economical means, up to a maximum of 100 kilograms or 0.62 cubic metres.

Chapter X

DISCIPLINARY MEASURES

Rule 210.1

Disciplinary measures

(a) In any case involving possible disciplinary action, the Secretary-General may establish, on an ad hoc basis, machinery to advise him or her before any decision is taken.

(b) No disciplinary proceedings may be instituted against project personnel unless the individual concerned has been formally notified of the allegations against him or her and of the right to seek the assistance of counsel in his or her defence, and has been given a reasonable opportunity to respond to those allegations.

Rule 210.2

Suspension pending investigation

If a charge of misconduct is made against an individual and the Secretary-General so decides, the individual may be suspended from duty during the investigation. Such suspension shall be with pay unless, in exceptional circumstances, the Secretary-General decides that suspension without pay is appropriate. The suspension shall be without prejudice to the rights of the individual.

Article XI

APPEALS

Regulation 11.1

The Secretary-General shall establish administrative machinery with staff participation to advise him or her in case of any appeal by staff members against an administrative decision alleging the non-observance of their terms of appointment, including all pertinent regulations and rules.

Regulation 11.2

The United Nations Administrative Tribunal shall, under conditions prescribed in its statute, hear and pass judgement upon applications from staff members alleging non-observance of their terms of appointment, including all pertinent regulations and rules.

ANNEXES TO THE STAFF REGULATIONS

Annex I

SALARY SCALES AND RELATED PROVISIONS

1. The Secretary-General shall establish the salary of the Administrator of the United Nations Development Programme and the salaries of United Nations officials in the Director category and above, in accordance with amounts determined by the General Assembly, subject to the staff assessment plan provided in staff regulation 3.3 and to post adjustments wherever applied. If otherwise eligible, they shall receive the allowances that are available to staff members generally. With effect from 1 January 1998, the Administrator of the United Nations Development Programme shall receive a gross salary of US$ 175,344 per annum.

2. The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to United Nations officials in the Director category and above to compensate for such special costs as may be reasonably incurred, in the interests of the Organization, in the performance of duties assigned to them by the Secretary-General. Similar additional payments in similar circumstances may be made to heads of offices away from Headquarters. The maximum total amount of such payments is to be determined in the programme budget by the General Assembly.

3. Except as provided in paragraph 5 of the present annex, the salary scales and the scales of post adjustment for staff members in the Professional and higher categories shall be as shown in the present annex.

4. Subject to satisfactory service, salary increments within the levels set forth in paragraph 3 of the present annex shall be awarded annually, except that any increments above step XI of the Associate Officer level, step XIII of the Second Officer level, step XII of the First Officer level, step X of the Senior Officer level and step IV of the Principal Officer level shall be preceded by two years at the previous step. The Secretary-General is authorized to reduce the interval between salary increments to ten months and twenty months, respectively, in the case of staff subject to geographical distribution who have an adequate and confirmed knowledge of a second official language of the United Nations.

5. The Secretary-General shall determine the salary rates to be paid to personnel specifically engaged for short-term missions and conference and other short-term service, to consultants, to Field Service personnel and to technical assistance experts.

6. The Secretary-General shall fix the salary scales for staff members in the General Service and related categories, normally on the basis of the best prevailing conditions of employment in the locality of the United Nations office concerned, provided that the Secretary-General may, where he or she deems it appropriate, establish rules and salary limits for payment of a non-resident allowance to General Service staff members recruited from outside the local area. The gross pensionable remuneration of such staff shall be determined in accordance with the methodology specified in article 54 (a) of the Regulations of the United Nations Joint Staff Pension Fund and are shown in the salary scales applicable to such staff.

7. The Secretary-General shall establish rules under which a language allowance may be paid to staff members in the General Service category who pass an appropriate test and demonstrate continued proficiency in the use of two or more official languages.

8. In order to preserve equivalent standards of living at different offices, the Secretary-General may adjust the basic salaries set forth in paragraphs 1 and 3 of the present annex by the application of non-pensionable post adjustments based on relative costs of living, standards of living and related factors at the office concerned as compared to New York. Such post adjustments shall not be subject to staff assessment.

9. No salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was caused by reasons beyond their control or duly certified medical reasons.

Salary scale for staff in the Professional and higher categories showing annual gross salaries and net equivalents after application of staff assessment

(United States dollars)

Effective 1 January 2003

		STEPS													
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
USG	Gross	186 144														
	Net D	125 609														
	Net S	113 041														
ASG	Gross	169 366														
	Net D	115 207														
	Net S	104 324														
			•	•	•	•	•									
D-2	Gross	139 050	142 085	145 119	148 154	151 189	154 223									
	Net D	96 411	98 292	100 174	102 055	103 937	105 818									
	Net S	88 571	90 159	91 741	93 318	94 890	96 456									
						•	•	•	•	•						
D-1	Gross	126 713	129 377	132 041	134 705	137 369	140 033	142 697	145 361	148 024						
	Net D	88 762	90 414	92 065	93 717	95 369	97 020	98 672	100 324	101 975						
	Net S	82 045	83 481	84 913	86 342	87 768	89 190	90 609	92 025	93 437						
												•	•	•		
P-5	Gross	104 102	106 369	108 635	110 901	113 168	115 434	117 701	119 967	122 234	124 500	126 766	129 033	131 299		
	Net D	74 743	76 149	77 554	78 959	80 364	81 769	83 174	84 580	85 985	87 390	88 795	90 200	91 606		
	Net S	69 437	70 685	71 930	73 174	74 416	75 655	76 892	78 127	79 360	80 591	81 820	83 046	84 271		
														•	•	•
P-4	Gross	84 435	86 489	88 544	90 637	92 824	95 011	97 198	99 385	101 572	103 759	105 946	108 133	110 320	112 507	114 694
	Net D	62 327	63 683	65 039	66 395	67 751	69 107	70 463	71 819	73 175	74 530	75 886	77 242	78 598	79 954	81 310
	Net S	58 041	59 276	60 509	61 740	62 971	64 200	65 429	66 656	67 881	69 106	70 329	71 551	72 772	73 992	75 211
															•	•
P-3	Gross	68 306	70 208	72 112	74 011	75 915	77 815	79 715	81 620	83 523	85 423	87 326	89 226	91 202	93 226	95 250
	Net D	51 682	52 937	54 194	55 447	56 704	57 958	59 212	60 469	61 725	62 979	64 235	65 489	66 745	68 000	69 255
	Net S	48 242	49 396	50 553	51 706	52 862	54 015	55 169	56 324	57 477	58 632	59 782	60 933	62 083	63 233	64 384
													•			
P-2	Gross	55 346	56 907	58 465	60 027	61 729	63 429	65 130	66 829	68 532	70 233	71 932	73 636			
	Net D	42 849	43 973	45 095	46 218	47 341	48 463	49 586	50 707	51 831	52 954	54 075	55 200			
	Net S	40 191	41 210	42 226	43 244	44 260	45 279	46 313	47 344	48 379	49 412	50 444	51 479			
P-1	Gross	42 944	44 444	45 942	47 442	48 939	50 438	51 938	53 436	54 932	56 432					
	Net D	33 920	35 000	36 078	37 158	38 236	39 315	40 395	41 474	42 551	43 631					
	Net S	31 997	32 992	33 986	34 980	35 974	36 967	37 962	38 944	39 921	40 899					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

• The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk for which a two-year period at the preceding step is required.

APPENDICES TO THE STAFF RULES

Appendix I

SALARY SCALES AND SCHEDULE OF PENSIONABLE REMUNERATION

Annual gross salaries and net equivalents after application of staff assessment

(United States dollars)

Effective 1 January 2003

		STEPS														
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
			•	•	•	•	•									
L-7	Gross	139 050	142 085	145 119	148 154	151 189	154 223									
	Net D	96 411	98 292	100 174	102 055	103 937	105 818									
	Net S	88 571	90 159	91 741	93 318	94 890	96 456									
						•	•	•	•	•						
L-6	Gross	126 713	129 377	132 041	134 705	137 369	140 033	142 697	145 361	148 024						
	Net D	88 762	90 414	92 065	93 717	95 369	97 020	98 672	100 324	101 975						
	Net S	82 045	83 481	84 913	86 342	87 768	89 190	90 609	92 025	93 437						
												•	•	•		
L-5	Gross	104 102	106 369	108 635	110 901	113 168	115 434	117 701	119 967	122 234	124 500	126 766	129 033	131 299		
	Net D	74 743	76 149	77 554	78 959	80 364	81 769	83 174	84 580	85 985	87 390	88 795	90 200	91 606		
	Net S	69 437	70 685	71 930	73 174	74 416	75 655	76 892	78 127	79 360	80 591	81 820	83 046	84 271		
														•	•	•
L-4	Gross	84 435	86 489	88 544	90 637	92 824	95 011	97 198	99 385	101 572	103 759	105 946	108 133	110 320	112 507	114 694
	Net D	62 327	63 683	65 039	66 395	67 751	69 107	70 463	71 819	73 175	74 530	75 886	77 242	78 598	79 954	81 310
	Net S	58 041	59 276	60 509	61 740	62 971	64 200	65 429	66 656	67 881	69 106	70 329	71 551	72 772	73 992	75 211
															•	•
L-3	Gross	68 306	70 208	72 112	74 011	75 915	77 815	79 715	81 620	83 523	85 423	87 326	89 226	91 202	93 226	95 250
	Net D	51 682	52 937	54 194	55 447	56 704	57 958	59 212	60 469	61 725	62 979	64 235	65 489	66 745	68 000	69 255
	Net S	48 242	49 396	50 553	51 706	52 862	54 015	55 169	56 324	57 477	58 632	59 782	60 933	62 083	63 233	64 384
													•			
L-2	Gross	55 346	56 907	58 465	60 027	61 729	63 429	65 130	66 829	68 532	70 233	71 932	73 636			
	Net D	42 849	43 973	45 095	46 218	47 341	48 463	49 586	50 707	51 831	52 954	54 075	55 200			
	Net S	40 191	41 210	42 226	43 244	44 260	45 279	46 313	47 344	48 379	49 412	50 444	51 479			
L-1	Gross	42 944	44 444	45 942	47 442	48 939	50 438	51 938	53 436	54 932	56 432					
	Net D	33 920	35 000	36 078	37 158	38 236	39 315	40 395	41 474	42 551	43 631					
	Net S	31 997	32 992	33 986	34 980	35 974	36 967	37 962	38 944	39 921	40 899					

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.
• The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk for which a two-year period at the preceding step is required.

Pensionable remuneration for purposes of pension benefits and pension contributions

(United States dollars)

Effective 1 January 2003

	STEPS														
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
L-7	172 784	176 712	180 638	184 561	188 487	192 413									
L-6	157 049	160 270	163 489	166 704	169 925	173 305	176 756	180 207	183 652						
L-5	130 683	133 422	136 160	138 901	141 640	144 377	147 116	149 858	152 594	155 333	158 073	160 818	163 754		
L-4	106 673	109 313	111 948	114 583	117 224	119 859	122 496	125 135	127 771	130 406	133 041	135 686	138 320	140 957	143 596
L-3	87 673	89 912	92 150	94 384	96 625	98 861	101 098	103 340	105 682	108 130	110 575	113 021	115 468	117 913	120 361
L-2	71 927	73 932	75 931	77 933	79 934	81 936	83 937	85 935	87 940	89 941	91 941	93 944			
L-1	56 008	57 937	59 858	61 781	63 706	65 627	67 554	69 475	71 398	73 322					

Appendix II

STAFF RULES 111.1 AND 111.2

Rule 111.1

Establishment

(a) Joint Appeals Boards shall be established in New York, Geneva, Vienna and Nairobi and at such other duty stations as may be designated by the Secretary-General to consider and advise the Secretary-General regarding appeals filed under the terms of staff regulation 11.1.

(b) Each Joint Appeals Board shall be composed of:

(i) Chairpersons appointed by the Secretary-General after selection by the joint staff-management machinery in respect of the staff representative body or bodies at the duty station at which the Board is established;

(ii) Members appointed by the Secretary-General;

(iii) An equal number of members elected by ballot of the staff under the jurisdiction of the Board.

The number of chairpersons and members of each Board shall be determined by the Secretary-General upon recommendation of the joint staff-management machinery in respect of the staff representative body or bodies at the duty station at which the Board is established.

(c) The chairpersons and members of the Joint Appeals Board shall be appointed or elected for two years, shall be eligible for reappointment or re-election and shall remain in office until their successors are appointed or elected.

(d) A chairperson may be removed from a Joint Appeals Board by the Secretary-General upon recommendation of the joint staff-management machinery in respect of the staff representative body or bodies of the duty station at which the Board is established. The members appointed by the Secretary-General may be removed by him or her. The members elected by the staff may be recalled by a majority vote of the staff under the jurisdiction of the Board concerned, taken at the initiative of any staff representative body at the duty station at which that Board is established.

(e) Each Joint Appeals Board shall establish its own rules of procedure, which shall specify how its presiding officer and, where necessary, any alternate presiding officers shall be selected from among the chairpersons.

(f) Each Joint Appeals Board may, by a majority vote of all its chairpersons and members, recommend to the Secretary-General changes in the present chapter of the Staff Rules.

(g) The secretariat of each Joint Appeals Board shall consist of a secretary and such other staff as may be required for its proper functioning.

Rule 111.2

Appeals

(a) A staff member wishing to appeal an administrative decision pursuant to staff regulation 11.1 shall, as a first step, address a letter to the Secretary-General requesting that the administrative decision be reviewed; such letter must be sent within two months from the date the staff member received notification of the decision in writing.

(i) If the Secretary-General replies to the staff member's letter, he or she may appeal against the answer within one month of the receipt of such reply;

(ii) If the Secretary-General does not reply to the letter within one month in respect of a staff member stationed in New York, or within two months in respect of a staff member stationed elsewhere, the staff member may appeal against the original administrative decision within one month of the expiration of the time limit specified in this subparagraph for the Secretary-General's reply.

(b) At any time after a request for review has been submitted but before a panel of the Joint Appeals Board has been constituted to hear an appeal, conciliation may be sought on the issues involved at the initiative of the Secretary-General, the staff member or the presiding officer of the Joint Appeals Board. The presiding officer shall refer the matter for that purpose to a chairperson or member of the Joint Appeals Board. This procedure is without prejudice to the right of the staff member to pursue an appeal under the provisions of this rule if the issues cannot be resolved through conciliation.

(c) Neither a request for administrative review under paragraph (a) above nor the filing of an appeal under paragraph (d) below shall have the effect of suspending action on the contested decision:

(i) However, the staff member concerned may request a suspension of action on such decision by writing to the Secretary of the appropriate Joint Appeals Board under paragraph (d) below. The request shall set forth the relevant facts and indicate how implementation would directly and irreparably injure the staff member's rights;

(ii) Upon receipt of such a request, a panel of the Board shall be promptly constituted and shall act expeditiously. If the panel, after considering the views of both parties, determines that the decision has not been implemented and that its implementation would result in irreparable injury to the appellant, it may recommend to the Secretary-General the suspension of action on that decision:

a. Until the time limits specified in subparagraphs (a) (i) or (ii) have passed without an appeal having been filed; or

b. If an appeal is filed, until a decision on the appeal is taken;

(iii) The Secretary-General's decision on such a recommendation is not subject to appeal.

(d) An appeal pursuant to paragraph (a) or a request for suspension of action pursuant to paragraph (c) above shall be filed with the Secretary of the appropriate Joint Appeals Board, to be determined as follows:

(i) With respect to staff members serving at a duty station at which a Board has been established or who are administered by organizational units located at such duty station, it shall be the Board;

(ii) With respect to former staff members who last served at a duty station at which a Board has been established or who were administered by organizational units located at such a duty station, it shall be that Board;

(iii) With respect to all other staff members and all other former staff members, it shall be the Board established in New York, provided that the Secretary-General may decide, at the request of the staff member, to refer the appeal to another one of the Boards or to establish an appropriate ad hoc body. Such staff members or former staff members may meet the time limits specified in subparagraphs (a) (i) or (ii) by delivering the requisite submissions within such limits to any office of the United Nations for transmission to the appropriate Board.

(e) (i) For the consideration of each appeal, the presiding officer of the appropriate Joint Appeals Board shall constitute a panel of the Board, composed as follows:

a. A panel chairperson from among the chairpersons of the Board;

b. A member selected from among those appointed by the Secretary-General;

c. A member selected from among those elected by the staff;

(ii) In constituting such panels, the maximum possible rotation of chairpersons and members of the Board shall be observed: the modalities of such rotation shall be specified in the rules of procedure of the Board. No person who has assisted the Secretary-General in a conciliation procedure referred to in paragraph (b) shall serve on a panel established to consider an appeal relating to the same case;

(iii) Before a panel undertakes consideration of an appeal, the parties shall be notified of the proposed composition thereof. The presiding officer of the Board may, at the request of either party, disqualify the chairperson or either member if, in the opinion of the presiding officer, such action is warranted to ensure impartiality. He or she may also excuse the chairperson or either member from serving on the panel;

(iv) Subject to the principles set out in subparagraphs (i) to (iii), the presiding officer of the Board shall fill any vacancies arising on the panel.

(f) An appeal shall not be receivable unless the time limits specified in paragraph (a) above have been met or have been waived, in exceptional circumstances, by the panel constituted for the appeal.

(g) At the duty station where the appeal is considered, the designated representative of the Secretary-General shall submit a written reply within two months following the date of receipt of the appeal.

(h) Proceedings before a panel shall normally be limited to the original written presentation of the case, together with brief statements and rebuttals, which may be made orally or in writing, in one of the working languages of the Secretariat.

(i) A staff member may arrange to have his or her appeal presented to the panel on his or her behalf by counsel.

(j) Where the competence of the Joint Appeals Board is in doubt, the panel constituted for the appeal shall decide.

(k) In the case of termination or other action on grounds of inefficiency or relative efficiency, the panel shall not consider the substantive question of efficiency but only evidence that the decision was motivated by prejudice or by some other extraneous factor.

(l) The panel shall have authority to call members of the Secretariat who may be able to provide information concerning the issues before it and shall have access to all documents pertinent to the case. Notwithstanding the preceding sentence, should the panel wish to have information or documents relating to the proceedings of the appointment and promotion bodies in questions involving appointment and promotion, it shall request such information or documents from the Chairperson of the Appointment and Promotion Board, who shall decide on the panel's request, taking into account the interests of confidentiality. This decision of the Chairperson is not subject to appeal. The Chairperson of the panel shall determine which documents are to be transmitted to all members of the panel and the parties.

(m) In considering an appeal, the panel shall act with the maximum dispatch consistent with a fair review of the issues before it.

(n) Within one month of the date on which the consideration of an appeal has been completed, the panel shall, by majority vote, adopt and submit a report to the Secretary-General. The report shall be considered as constituting a record of the proceedings in the appeal and may include a summary of the matter as well as all recommendations that the panel considers appropriate. Votes on the recommendations shall be recorded, and any member of the panel may have his or her dissenting opinion included in the report.

(o) Notwithstanding the above, if the appeal involves a claim having a cumulative maximum value not in excess of one thousand five hundred dollars ($1,500) on account of salary, emoluments or any other entitlement under the Staff Regulations and Staff Rules, such claim shall be considered a "small claim" and shall be dealt with accordingly under appropriate rules of procedure which the Joint Appeals Board competent to hear the appeal may have adopted. Such rules may require the designated representative of the Secretary-General to submit comments within thirty days of receipt of the claim from the Joint Appeals Board secretariat.

(p) The final decision on the appeal will normally be taken by the Secretary-General within one month after the panel has forwarded its report and shall be communicated to the staff member, together with a copy of the panel's report. The Secretary-General's decision and a copy of the panel's report shall also be transmitted to a designated officer of the staff representative body or bodies at the duty station at which the Joint Appeals Board is established, unless the staff member objects.

(q) To enable staff members to exercise their right to make application to the Administrative Tribunal under article 7, paragraphs 2 (b) and (c), of its statute, the Secretary of the Joint Appeals Board concerned shall, at the request of the staff member, communicate to him or her the report of the panel if the Secretary-General has not made a decision on the report within a period of one month after the date on which the report was submitted to him or her.

Appendix III

EDUCATION GRANT ENTITLEMENTS APPLICABLE IN CASES WHERE EDUCATIONAL EXPENSES ARE INCURRED IN SPECIFIED CURRENCIES AND COUNTRIES

Country/currency area	*(1)* *Maximum admissible educational expenses and maximum grant for disabled children*	*(2)* *Maximum education grant*	*(3)* *Flat rate when boarding not provided*	*(4)* *Additional flat rate for boarding (for staff serving at designated duty stations)*	*(5)* *Maximum grant for staff members serving at designated duty stations*	*(6)* *Maximum admissible educational expenses for attendance (only when flat rate for boarding is paid)*
Part A						
Euro						
Austria	13 618	10 214	3 300	4 949	15 163	9 219
Belgium	12 898	9 673	3 147	4 720	14 393	8 701
Germany	15 736	11 802	3 794	5 690	17 492	10 677
Finland	9 082	6 812	2 382	3 572	10 384	5 907
France	9 330	6 997	2 672	4 008	11 005	5 767
Ireland	9 997	7 498	2 652	3 978	11 476	6 461
Italy	13 518	10 138	2 696	4 044	14 182	9 923
Luxembourg	12 898	9 673	3 147	4 720	14 393	8 701
Monaco	9 330	6 997	2 672	4 008	11 005	5 767
Netherlands	13 085	9 814	3 521	5 282	15 096	8 391
Spain	10 586	7 940	2 606	3 908	11 848	7 112
Danish krone	77 400	58 050	23 062	34 592	92 642	46 651
Japanese yen	2 301 120	1 725 840	525 930	788 895	2 514 735	1 599 880
Norwegian krone	71 632	53 724	17 978	26 967	80 691	47 661
Pound sterling	15 900	11 925	3 104	4 656	16 581	11 761
Swedish krona	91 575	68 681	22 127	33 190	101 871	62 072
Swiss franc	25 347	19 010	5 182	7 773	26 783	18 437
Part B						
United States dollar (outside the United States of America)	14 820	11 115	3 490	5 235	16 350	10 167
Part C						
United States dollar (in the United States)*	25 743	19 307	4 742	7 113	26 420	19 420

* Also applies, as a special measure, for China, Indonesia, Romania and the Russian Federation.

Where educational expenses are incurred in any of the currencies set out in the table above, the applicable amounts are set out in columns (1) to (6) against those currencies. Where educational expenses are incurred in the United States of America, the applicable amounts are set out in columns (1) to (6) against part C above. Where educational expenses are not incurred in any of the currencies set out in part A above or in the United States, the applicable amounts are set out in columns (1) to (6) against part B above.

Attendance at an educational institution outside the duty station

(i) Where the educational institution provides board, the amount shall be 75 per cent of the allowable costs of attendance and the costs of board up to the maximum indicated in column (1), with a maximum grant indicated in column (2) per year.

(ii) Where the educational institution does not provide board, the amount shall be a flat sum as indicated in column (3), plus 75 per cent of the allowable costs of attendance up to a maximum grant as indicated in column (2) per year.

Attendance at an educational institution at the duty station

(iii) The amount shall be 75 per cent of the allowable costs of attendance up to the maximum indicated in column (1), with a maximum grant as indicated in column (2) per year.

(iv) Where such an educational institution is located beyond commuting distance from the area where the staff member is serving and, in the opinion of the Secretary-General, no school in that area would be suitable for the child, the amount of the grant shall be calculated at the same rates as specified in (i) or (ii) above.

Staff serving at designated duty stations with inadequate or no education facilities with attendance at an educational institution at the primary or secondary level outside the duty station

(v) Where the educational institution provides board, the amount shall be:

a. 100 per cent of the costs of board up to the maximum indicated in column (4); and

b. 75 per cent of the allowable costs of attendance and of any part of the costs of board in excess of the amount indicated in column (4), with a maximum reimbursable amount as indicated in column (5).

(vi) Where the educational institution does not provide board, the amount shall be:

a. A flat sum for board as indicated in column (4); and

b. 75 per cent of the allowable costs of attendance, with a maximum reimbursable amount as indicated in column (5).

(vii) Paragraphs (v) and (vi) above are not applicable to special missions.